ECDL®

European Computer Driving Licence®

Presentation Software
BCS ITQ Level 2

Using Microsoft® PowerPoint® 2013

Syllabus Version 5.0

This training, which has been approved by BCS, The Chartered Institute for IT, includes exercise items intended to assist learners in their training for an ECDL Certification Programme. These exercises are not ECDL certification tests. For information about Approved Centres in the UK please visit the BCS website at www.bcs.org/ecdl.

Release ECDL283_UKv2

South Gloucestershire and Stroud College
T0074056

Published by: CiA Training Ltd
Business & Innovation Centre
Sunderland Enterprise Park
Sunderland
SR5 2TA
United Kingdom

Tel: +44 (0) 191 549 5002
Fax: +44 (0) 191 549 9005

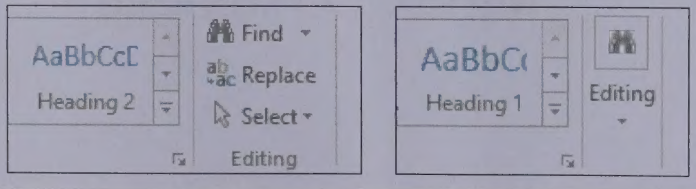
E-mail: info@ciatraining.co.uk
Web: www.ciatraining.co.uk

ISBN: 978-0-85741-040-5

This guide was written for *Microsoft Office 2013* running on *Windows 8.x*. If using a different version of *Windows* some features and dialog boxes may look and function slightly differently to that described.

Windows 8.x and *Office 2013* are optimised to work with touch-screen controls. However, this guide assumes you are using a traditional mouse and keyboard. If not, allowances may need to be made.

A screen resolution of *1024x768* is also assumed. Working at a different resolution (or with an application window which is not maximised) may change the look of the dynamic *Office 2013 Ribbon*. For example, if space is restricted, a group of buttons may be replaced by a single button which, when clicked, will display the full group.



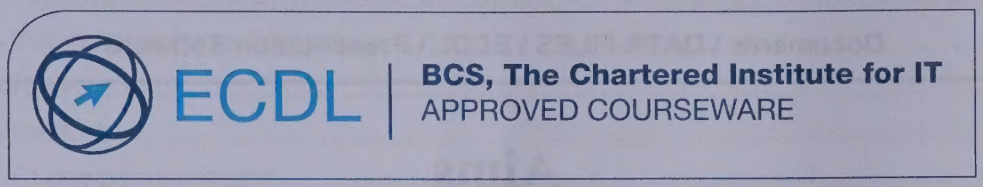
First published 2013.

Text, illustrations and designs copyright © CiA Training Ltd 2013. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise) without the prior written permission of CiA Training Limited.

Microsoft®, Windows®, Access®, Excel®, PowerPoint®, Outlook® and Internet Explorer® are trademarks of the Microsoft Corporation. Screen images reproduced with permission. Any other trademarks that appear in this book are acknowledged as the property of their respective owners.

European Computer Driving Licence, ECDL, International Computer Driving Licence, ICDL, and related logos are all registered Trade Marks of The European Computer Driving Licence Foundation Limited ("ECDL Foundation").

CiA Training Ltd is an entity independent of The British Computer Society using the name BCS, The Chartered Institute for IT ("BCS") and is not associated with ECDL Foundation or BCS in any manner.



This courseware may be used to assist learners to prepare for the ECDL Certification Programme as titled on the courseware. Neither BCS nor **CiA Training Ltd** warrants that the use of this courseware publication will ensure passing of the tests for that ECDL Certification Programme.

This courseware publication has been independently reviewed and approved by BCS as covering the learning objectives for the ECDL Certification Programme.

Confirmation of this approval can be obtained by reviewing www.bcs.org/ecdl.

The material contained in this courseware publication has not been reviewed for technical accuracy and does not guarantee that candidates will pass the test for the ECDL Certification Programme.

Any and all assessment items and/or performance-based exercises contained in this courseware relate solely to this publication and do not constitute or imply certification by BCS or ECDL Foundation in respect of the ECDL Certification Programme or any other ECDL test.

Irrespective of how the material contained in this courseware is deployed, for example in a learning management system (LMS) or a customised interface, nothing should suggest to the candidate that this material constitutes certification or can lead to certification through any other process than official ECDL certification testing.

For details on sitting a test for an ECDL certification programme in the UK, please visit the BCS website at www.bcs.org/ecdl.

Learners using this courseware must be registered with BCS before undertaking a test for ECDL. Without a valid registration, the test(s) cannot be undertaken and no certificate, nor any other form of recognition, can be given to a learner. Registration should be undertaken with BCS at an Approved Centre.

T0074056

Downloading the Data Files

Data files accompanying this guide allow you to learn and practise new skills without the need for lots of data entry. These files must be downloaded from the Internet. Go to **www.ciatraining.co.uk/data** and follow the simple on-screen instructions.

Your *FastCode* for this guide's data is: **ECDL283**

The data files should be installed in the following location on your computer:

Documents \ DATA FILES \ ECDL \ Presentation Software

Aims

The aim of this guide is to familiarise you with the main features of *Microsoft PowerPoint* and provide an understanding of fundamental presentation concepts.

Objectives

After completing this guide you will be able to:

- Work with presentations and save them in different file formats
- Choose built in options such as the Help function within the application to enhance productivity
- Understand different presentation views and when to use them, choose different slide layouts and designs and edit slides
- Enter, edit and format text in presentations. Recognise good practice in applying unique titles to slides
- Choose, create and format charts to communicate information meaningfully
- Insert and edit pictures, images and drawn objects
- Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations.

Assessment of Knowledge

At the end of this guide is a **Record of Achievement Matrix**. Before the guide is started, it is recommended that you complete the matrix to measure your current level of knowledge. After working through a section, return to and update the **Record of Achievement**. Only when you feel you are competent in all areas should you move on to the next section.

Contents

SECTION 1 GETTING STARTED 8
1 - STARTING POWERPOINT 9
2 - THE POWERPOINT SCREEN 10
3 - PRESENTATIONS 11
4 - THE RIBBON 12
5 - THE QUICK ACCESS TOOLBAR 14
6 - HELP 15
7 - OPTIONS 17
8 - CLOSING POWERPOINT 19
9 - REVISION 20
10 - REVISION 21

SECTION 2 SLIDES & PRESENTATIONS 22
11 - VIEWS 23
12 - SLIDE VIEW 25
13 - SLIDES AND OUTLINE VIEW 26
14 - SLIDE SORTER VIEW 28
15 - NOTES PAGE VIEW 29
16 - SLIDE SHOW 30
17 - SAVING A PRESENTATION 31
18 - CLOSING A PRESENTATION 33
19 - OPENING PRESENTATIONS 34
20 - NEW PRESENTATIONS 35
21 - THEMES 36
22 - ADDING AND DELETING SLIDES 37
23 - CHANGING SLIDE LAYOUT 38
24 - BACKGROUND COLOUR 39
25 - REVISION 40
26 - REVISION 41

SECTION 3 FORMATTING 42
27 - FORMATTING: FONT & SIZE 43
28 - UNDO AND REDO 44
29 - APPLYING TEXT EFFECTS 45
30 - ALIGNMENT, SPACING & CASE 46
31 - BULLETS 48

 © CiA Training Ltd 2013

32 - Cut & Paste 49
33 - Copy & Paste 51
34 - Animation 53
35 – Animation Effects 54
36 - Spell Checking 56
37 - Master Pages 57
38 - Headers & Footers 59
39 - Revision 60
40 - Revision 61

SECTION 4 POWERPOINT OBJECTS 62

41 - Organisation Charts 63
42 - Modify Organisation Chart 65
43 - Inserting Images 66
44 - Manipulating Images 67
45 - Animating Images 68
46 - Tables 69
47 - Spreadsheets 71
48 - Charts 72
49 - Formatting Charts 73
50 - Adding Chart Labels 75
51 - Drawing & Objects 76
52 - Formatting Drawn Objects 77
53 - Rotate or Flip Objects 79
54 - Manipulating Objects 80
55 - Arranging Objects 82
56 - Grouping Objects 84
57 - Colours and Lines 85
58 - Importing Images 86
59 - Revision 87
60 - Revision 89
61 - Revision 90

SECTION 5 SLIDE SHOWS 91

62 - Output Format 92
63 - Slide Setup 93
64 - Setting up a Slide Show 94
65 - Slide Transition 95

66 - THE PRESENTATION 96
67 - PRINTING 97
68 - REVISION 99

ANSWERS 100

RECORD OF ACHIEVEMENT MATRIX 102

GLOSSARY 105

 © CiA Training Ltd 2013

Section 1
Getting Started

By the end of this section you should be able to:

Understand *PowerPoint* Principles

Start PowerPoint

Use an Installed Template

Recognise the Screen Layout

Understand the Ribbon and Quick Access Toolbar

Use Help

Change Preferences

Exit *PowerPoint*

Work through the **Driving Lessons** in this section to gain an understanding of the above features.

For each **Driving Lesson**, read all of the **Park and Read** instructions and then perform the numbered steps of the **Manoeuvres**. Complete the **Revision** exercise(s) at the end of the section to test your knowledge.

Driving Lesson 1 - Starting PowerPoint

Park and Read

PowerPoint is an app that allows complicated and impressive presentations to be produced with ease. The presentations can be used for on-screen shows, overhead projector shows, producing 35mm slides or for creating presentations and web pages for use on the Internet. They can include text in any format, pictures, organisation charts, graphs, sound and film clips, and information from the Internet. The slide show can incorporate impressive text animation and slide effects.

As well as slides, *PowerPoint* can produce presentation notes, handouts, printouts of slides and outlines of text. There are numerous ways to start the program. The following method is recommended for beginners.

Manoeuvres

1. Display the *Windows* **Start Screen** if it is not already open.

*The **Start Screen** can be opened by clicking the **Start** button in the bottom left corner of the **Desktop**. If using an earlier version of Windows, click **All Programs** on the **Start Menu** to show a list of available apps.*

2. Locate the app **PowerPoint 2013**. You may need to scroll down or right to find it.

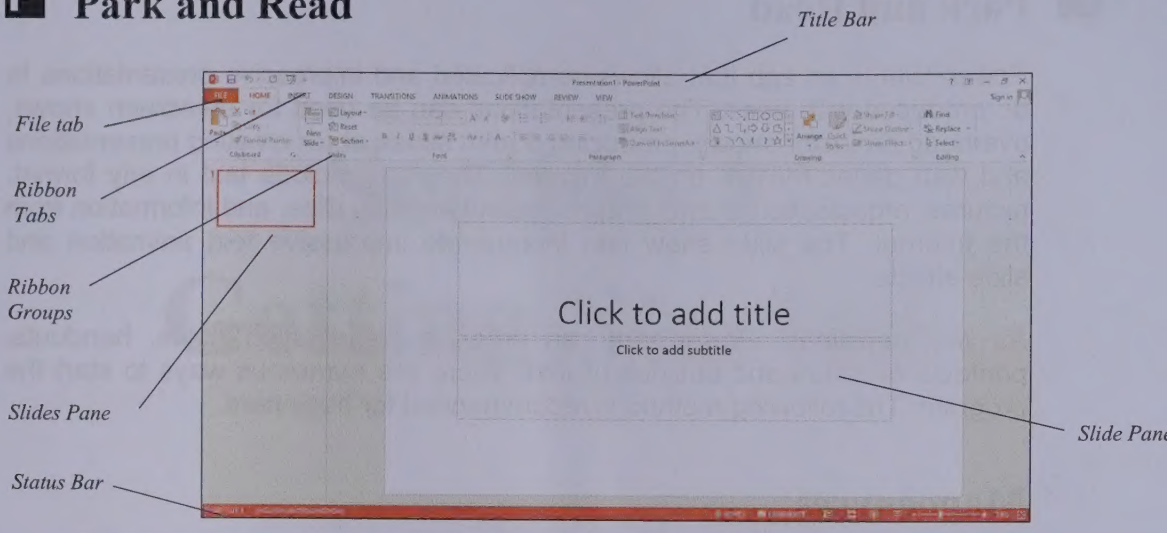
*You can also type **PowerPoint** on the **Start Screen** (or **Start Menu**) to search for the app.*

3. Click **PowerPoint 2013**. The app starts.

4. Click **Blank Presentation** to start a new presentation and leave *PowerPoint* open for the next lesson.

Driving Lesson 2 - The PowerPoint Screen

Park and Read



The screen should be similar to the above picture. Work through the following manoeuvres to locate the features.

Manoeuvres

1. Look at the top line, the **Title Bar**, displaying **PowerPoint**. It also shows the title of the current presentation, **Presentation 1**.

2. Below that is the **Ribbon**, where commands are chosen using the mouse. It is made up of **Tabs** (the words at the top of the **Ribbon**), **Groups** (the boxes which spread horizontally across the **Ribbon**, distinguishable by their names at the bottom of each) and **Commands** (the icons within groups which perform different actions).

3. Find the bar at the bottom of the screen. This is called the **Status Bar** and shows the current slide number on the left.

4. The main part of the screen shows various views of the current presentation. The default view, as shown above, is **Normal** view.

5. In the top left corner of the screen, click the **FILE** tab,

, and select **New**. This screen deals with opening and creating a new presentation.

6. Examine the options available. You will get the chance to use these later in this guide.

7. For now, click the **Back** button, , to return to the previous screen.

8. Leave *PowerPoint* open for the next lesson.

Driving Lesson 3 - Presentations

Park and Read

The *PowerPoint* **New** screen offers various ways to start a new presentation.

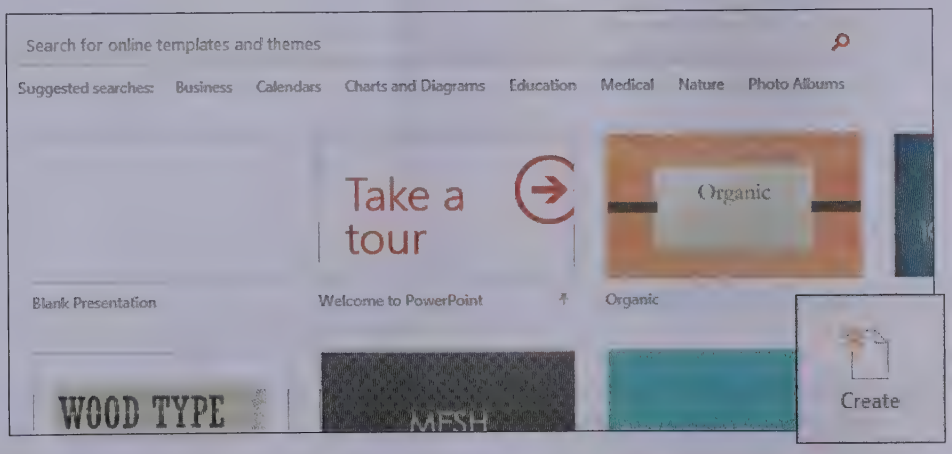
A range of templates and themes is available to select a basic background design. Individual slides and content can then be created with this background already applied.

You can use the search box to search for hundreds of online templates and themes. An internet connection is required to access these files.

Blank Presentation provides no preset options. The user defines the layout, content and background for all slides. **Themes** can be applied later.

Manoeuvres

1. Click the **FILE** tab and select **New**.



2. From the gallery of templates click once on **Welcome to PowerPoint**.
3. Click the **Create** button that appears on the preview to create a new presentation based upon the selected template.
4. Notice the three distinct areas of the screen. At the left is a panel which, by default, displays miniatures of all the slides in the presentation.
5. This template consists of a number of slides designed to demonstrate the benefits of *Microsoft PowerPoint 2013*. However, you can now add and remove slides and modify the contents as required.
6. Keep this presentation open for the next lesson.

Driving Lesson 4 - The Ribbon

Park and Read

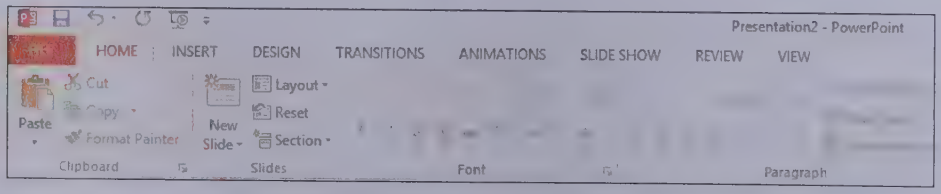
In PowerPoint 2013 commands are controlled by a **Ribbon** which is displayed at the top of the application window. The **Ribbon** contains buttons and drop-down lists to control the operation of *PowerPoint*. The **Ribbon** is divided into a series of **Tabs**, each one of which has a set of controls specific to a certain function or process. On each tab, the controls are further divided into separate **Groups** of connected functions.

Some tabs can be selected manually and some only appear when certain operations are active. For example, when a **Chart** is active, a **CHART TOOLS** tab is displayed on the **Ribbon**.

Above the **Ribbon** is the **Quick Access Toolbar** which contains a few popular command buttons. By default this toolbar has four buttons: **Save**, **Undo**, **Repeat** and **Start From Beginning**. This toolbar can be customised by adding further buttons.

Manoeuvres

1. On the **Ribbon**, the **HOME** tab should be selected. Other basic tabs are available.



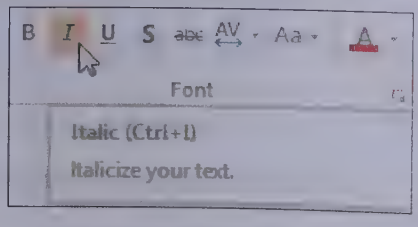
*Part of the **Ribbon** displaying the **HOME** tab*

*Any buttons or commands displayed in pale grey are **ghosted** and not available to be selected at present.*

2. Notice how the buttons on the **Ribbon** are divided into **Groups** (**Clipboard**, **Slides**, **Font**, etc.).

*The display of buttons on the **Ribbon** is dynamic; it will change according to how much space there is available. If the window is not maximised or the screen resolution is anything other than 1024x768, the **Ribbon** will not always appear exactly as shown in this guide.*

3. Leave the cursor over of any the buttons. A **Tooltip** appears which gives more information and an alternative key press for the function (if available).

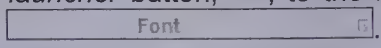


4. Some buttons produce immediate effects, like the **Bold**, **Italic** and **Underline** buttons in the **Font** group.

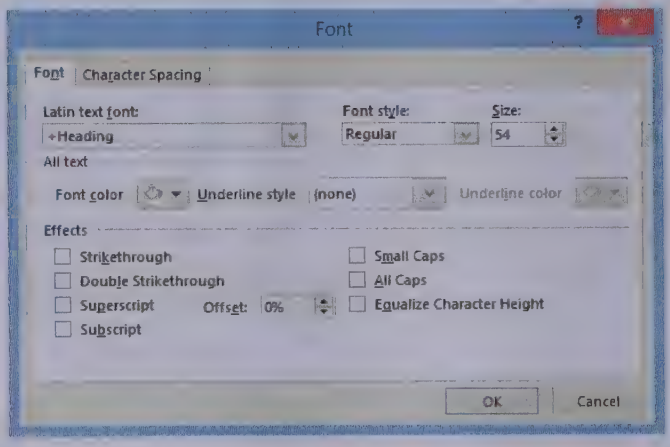
Driving Lesson 4 - Continued

5. Buttons with a drop-down arrow lead to further options. Click the **Layout** button which is found in the **Slides** group. A list of further options is displayed. Click the button again to remove the options.

6. Some options will display a dialog box which needs data to be entered. Click the **Replace** button and the **Replace** dialog box is displayed where text can be found or replaced. Click the **Close** button in the dialog box to remove it.

7. Some groups have a *dialog box launcher* button, , to the right of the group name, e.g. the **Font** group, 

8. Click on the word **Welcome** on the main slide. Then, click the **Font** dialog box launcher to display the **Font** dialog box.



SGS COLLEGE LRC STROUD CAMPUS

9. This is a tabbed dialog box showing the current format of the selected word. Click **Cancel** to close the **Font** dialog box.

10. Display the other basic tabs, one at a time (**INSERT**, **DESIGN**, **TRANSITIONS**, **ANIMATIONS**, **SLIDE SHOW**, **REVIEW** and **VIEW**) to see which other commands are available. The **DRAWING TOOLS**, **FORMAT** tab will also be displayed if the insertion point is still within the word **Welcome**.

11. To hide the **Ribbon**, click the **Collapse the Ribbon** button located at the bottom right of the **Ribbon**, . More space is given to the presentation.

12. Click any of the tab headers to display the **Ribbon** again.

*The **Ribbon** will only appear temporarily and will collapse again once you interact with a slide.*

13. Click the **Pin the ribbon** button, , to restore the **Ribbon** permanently.

14. Display the **HOME** tab, if not already on show.

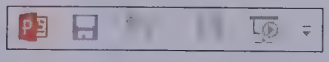
Driving Lesson 5 - The Quick Access Toolbar

Park and Read

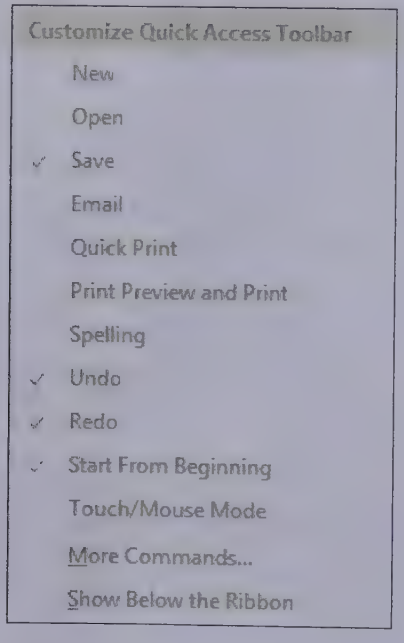
Above the **Ribbon** is the **Quick Access Toolbar** which contains a few popular command buttons. By default this toolbar has four buttons: **Save**, **Undo**, **Repeat** and **Start From Beginning**. It can also be customised by adding further buttons.

Manoeuvres

1. Locate the **Quick Access Toolbar**.



2. Point at each button on the **Quick Access Toolbar** and read its **ToolTip**.
3. The third button is the **Repeat** button. This button has a dual function; it changes to a **Redo** button after the **Undo** button has been used.
4. To the right of the **Start From Beginning** button is the **Customize Quick Access Toolbar** button, . Click the button to display a menu.



5. To add commands not shown, click **More Commands**. This displays the **PowerPoint Options** window with the **Quick Access Toolbar** option selected.
6. Click **Cancel** to close the window without making any changes.

Driving Lesson 6 - Help

Park and Read

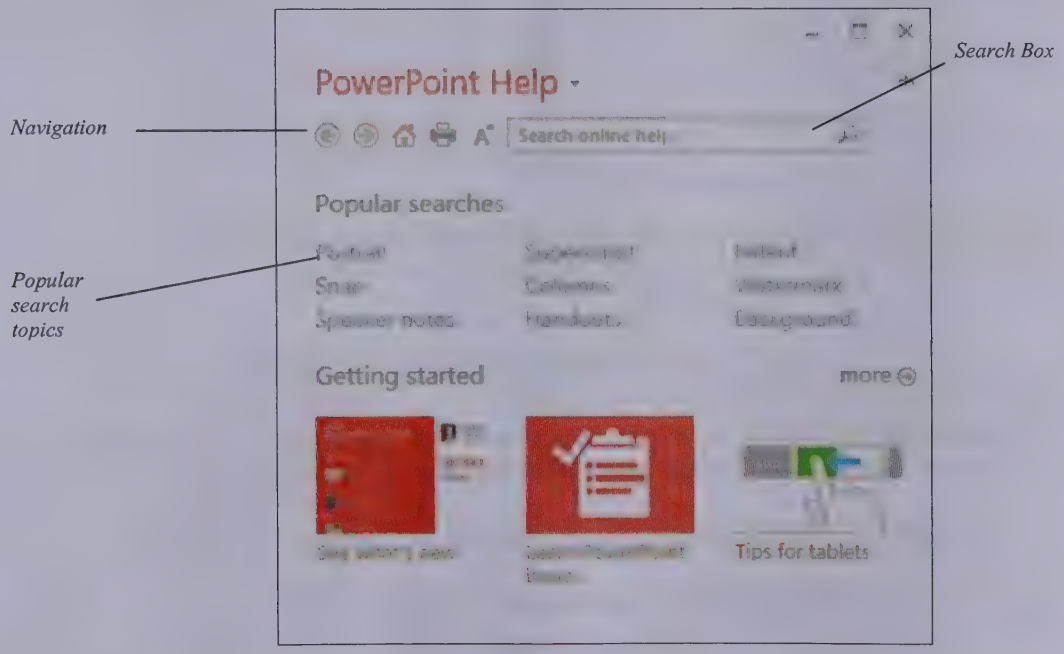
PowerPoint has a comprehensive **Help** facility. This means that full advantage can be taken of the features incorporated in the program. Using **Help** can usually solve the majority of problems encountered.

Help topics are available from **Office.com** (via the internet).

Manoeuvres

1. Click the **Help** button, [?] in the upper right corner of the *PowerPoint* window to display the **PowerPoint Help** window. Help is connected to **Office.com**.

*Pressing the <**F1**> key will display the same **Help** window. The window can be moved, resized or maximised if required.*



*The content and appearance of the information provided by the online **Help** system will change over time and may not be exactly as described here.*

2. **Help** can be used in various ways. You can either browse through the **Popular search topics**, type keywords into the **Search** box, or you can use one of the **Getting started** options.

Driving Lesson 6 - Continued

3. **Popular searches** are shown on the opening screen in the main display area. Click on any one that interests you to display a list of relevant hyperlinked topics.

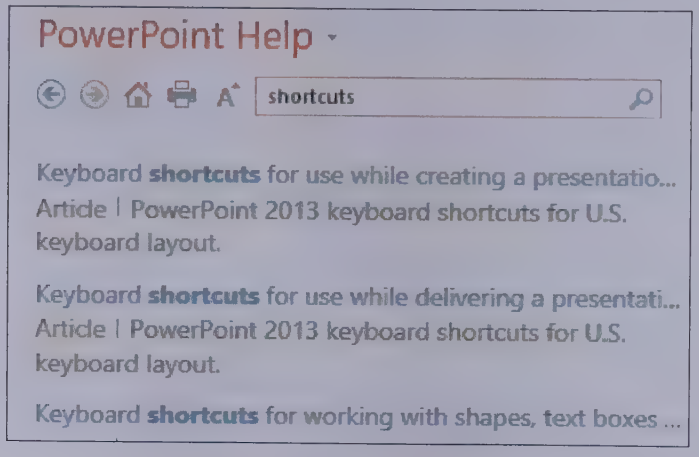
4. Scan the topics shown and click any that are of interest.

5. To move back to a previous screen, click the **Back** button, , at the top of the window. You can then follow another link.

*Help topics can be printed for reference by clicking the **Print** button, .*

6. Click the **Home** button, , on the dialog box toolbar to return directly to the starting help screen.

7. Another way to find help is to search by keyword. Type **shortcuts** into the **Search** box and click the **Search** button, .


PowerPoint Help
shortcuts
Keyboard shortcuts for use while creating a presentatio...
Article | PowerPoint 2013 keyboard shortcuts for U.S. keyboard layout.
Keyboard shortcuts for use while delivering a presentati...
Article | PowerPoint 2013 keyboard shortcuts for U.S. keyboard layout.
Keyboard shortcuts for working with shapes, text boxes ...

There may be many topics found for your search and it will be necessary for you to use your own judgement and select the most appropriate one.

8. Click the **Home** button, , to return to the starting screen.

9. Close the **Help** window by clicking its **Close** button, .

Driving Lesson 7 - Options

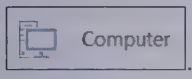
Park and Read

Basic options (**preferences**), such as default save directory and user name, can be changed in *PowerPoint*.

By default, the person who installed the application is named as the user. It can, however, be changed to show a different name which will then appear on presentations created from templates.

Manoeuvres

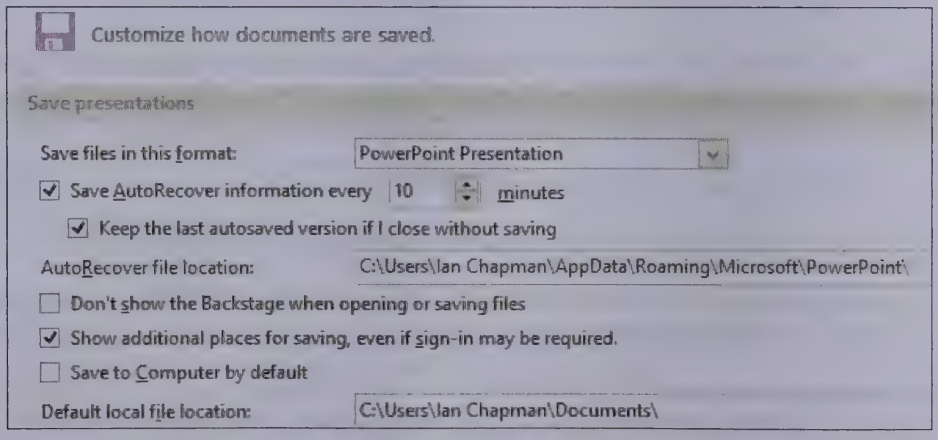
1. Click the **FILE** tab,

, then select **Save** and click 

. Notice the **Recent Folders** list on the right.

By default, PowerPoint *saves presentations to your* ***Documents*** *folder. This can be changed via* PowerPoint's *options.*

2. Click **Options**. Then, click **Save** at the left of the **PowerPoint Options** dialog box.


Customize how documents are saved.
Save presentations
Save files in this format:
PowerPoint Presentation
Save AutoRecover information every
10
minutes
Keep the last autosaved version if I close without saving
AutoRecover file location:
C:\Users\Ian Chapman\AppData\Roaming\Microsoft\PowerPoint\
Don't show the Backstage when opening or saving files
Show additional places for saving, even if sign-in may be required.
Save to Computer by default
Default local file location:
C:\Users\Ian Chapman\Documents\

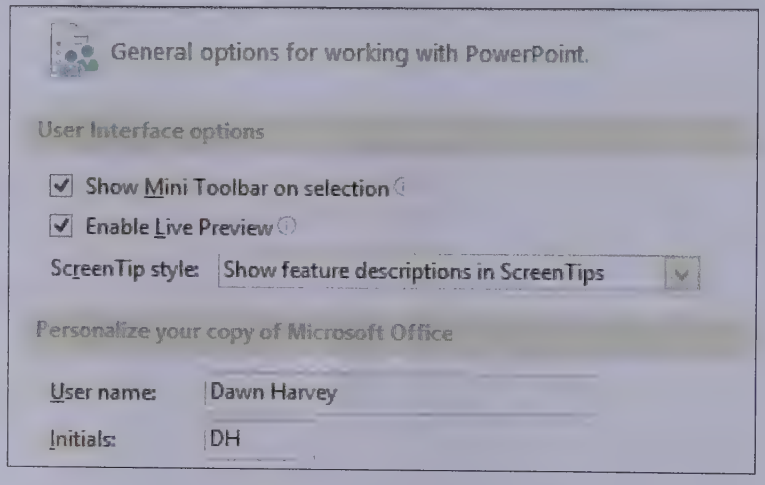
3. Look in the **Default local file location** box. This confirms that the default location for files is your **Documents** folder.
4. Click at the end of the existing text in this box and add the following path (with final backslash): **DATA FILES\ECDL\Presentation Software**
5. Click **OK**.
6. Click the **FILE** tab, select **Save** and click **Computer** again. Notice the updated **Recent Folders** list on the right.
7. Click the **Browse** button. Notice that the file location is the **Presentation Software** folder.

Driving Lesson 7 - Continued

8. **Cancel** the dialog box. To change the settings back, display the **PowerPoint Options** dialog box again and view the **Save** options.

9. In the **Default local file location** box, amend the entry by deleting **DATA FILES\ECDL\Presentation Software** so that the location ends with **Documents** and click **OK**.

10. Display **PowerPoint Options** again and select **General** from the left of the dialog box.



11. Under the heading **Personalize your copy of Microsoft Office**, delete any existing information and enter your own details. This changes the **User Information** associated with the presentation.

12. Click **OK** to apply the new settings.

13. The changed settings will only be used for new presentations.

14. Start a new presentation by displaying the **FILE** tab and clicking **New**. Click **Blank presentation** once.

15. By default, the **Author** for a new document is set to the current **User name**. To check this, click the **FILE** tab and make sure the **Info** screen is displayed.

16. Look at the **Related People** area at the right side of the screen.

17. Check your name as **Author** and then go back to the presentation.

18. To close the presentation, display the **FILE** tab and click **Close**. As no changes have been made to the current presentation, it will close without any warning messages.

19. Leave *PowerPoint* open for the next exercise.

Driving Lesson 8 - Closing PowerPoint

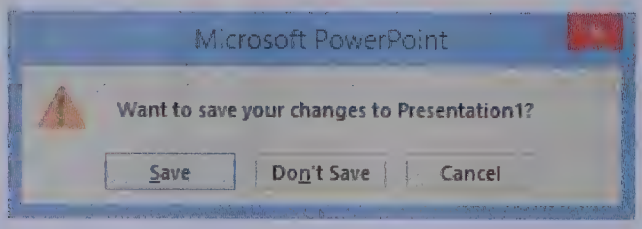
Park and Read

PowerPoint can be closed in a number of different ways, all of which are accessible from within the *PowerPoint* screen.

Manoeuvres

1. Click the **Close** button, ⊠, on the **Title Bar** at the top-right corner of the screen.

If changes have been made to a recently saved presentation, or a new presentation created since the last save, a dialog box is displayed upon trying to exit the program (as shown below).



Clicking ***Save*** *would start the Save process, which is covered in the next section, and then close* PowerPoint. *Clicking* ***Don't Save*** *would close* PowerPoint *without saving anything. Clicking* ***Cancel*** *would cancel the close process and return to the* PowerPoint *window.*

2. Reopen *PowerPoint.*

Normally when closing PowerPoint *with either of these actions, the* ***Save*** *option will be taken to ensure that any important information is saved. All unsaved data will be permanently lost. Saving will be covered later.*

3. Another method that can be used to close *PowerPoint* down is the key press **<Alt F4>**. Use the key press now to close the app.

Driving Lesson 9 - Revision

Park and Read

At the end of every section you get the chance to complete one or more revision exercises to develop your skills and prepare you for your ECDL certification test. You should aim to complete the following steps without referring back to the previous lessons.

Manoeuvres

1. Start *PowerPoint*.
2. Apart from online templates and themes, what are the options available from the **Recent** screen for creating a new presentation?
3. Create a presentation based on the **Slice** template (you may need to scroll down a little).
4. How many buttons are displayed on the **Quick Access Toolbar**?
5. What does it mean if a button is ghosted?
6. What is the **Ribbon**?
7. The **Ribbon** tabs are **HOME**, **VIEW**, **ANIMATIONS**, **INSERT**, **TRANSITIONS**, **SLIDE SHOW**, **DESIGN** and which other?
8. Display the **INSERT** tab and use **ToolTips** to discover the functions of the buttons shown.
9. Redisplay the **HOME** tab.
10. Use **Help** to search for information on adding a chart (use **chart** as the keyword).
11. Close the **PowerPoint Help** window.
12. Display the **SLIDE SHOW** tab.
13. How many groups are shown?
14. Close *PowerPoint*.

Sample answers can be found at the back of the guide.

Driving Lesson 10 - Revision

Manoeuvres

1. Start *PowerPoint*.
2. Use **PowerPoint Options** to change your **User name** to **Charles Dickens**.
3. Create a new presentation based on the **Parallax** template.
4. Use **ToolTips** to discover the functions of the following buttons on the **HOME** tab:

a) b) c)

d) e) f)

5. Use **PowerPoint Options** to change your **User Name** back to your name.
6. Close *PowerPoint*.
7. Start *PowerPoint*.
8. Create a new blank presentation.
9. View the **Drawing** group on the **HOME** tab.
10. View the **Illustrations** group on the **INSERT** tab.
11. Use **Microsoft Office PowerPoint Help** to search for information about **Notes**.
12. Use help to find out how to apply a background colour to a slide, by entering **slide background** as the search criteria.
13. Close the **Help** window.
14. Close *PowerPoint* without saving.

Sample answers can be found at the back of the guide.

*Now complete the **Record of Achievement Matrix** at the back of the guide. You should only move on when confident with the topics and features described in this section.*

 © CiA Training Ltd 2013

Section 2
Slides & Presentations

By the end of this section you should be able to:

Understand and Use Different Views

Understand Slide Show Basics

Save, Close and Open Presentations

Use Presentation / Design Templates

Create a Blank Presentation

Add New Slides / Insert Slides / Delete Slides

Change Slide Layout and Background

Work through the **Driving Lessons** in this section to gain an understanding of the above features.

For each **Driving Lesson**, read all of the **Park and Read** instructions and then perform the numbered steps of the **Manoeuvres**. Complete the **Revision** exercise(s) at the end of the section to test your knowledge.

Driving Lesson 11 - Views

Park and Read

The *PowerPoint* **VIEW** tab lists four different ways to view a presentation. Each view shows a different aspect of the presentation. The views are:

Normal		Combines the main **Slide** view with an **Outline** view, a multiple **Slides** view and an area for **Notes**. Each area of the screen can be resized individually.
Outline View		Used to add or edit the presentation page titles and text. The information is shown as text only.
Slide Sorter		A miniature of each slide is shown. Used to order slides and add transition and animation effects.
Reading View		Used to view presentations as a slide that fits within the window
Notes Page		Used to create presenter's notes for the slides.

Quick access buttons for the first three of these views are found at the lower right of most *PowerPoint* screens. There is also a button to start the slide show here.

Views within the **Normal** view are:

Slide view	Shown in the main **Slide** pane on the right of the screen. Used to change the text, graphics and layout of a slide and to add graphics and artwork from other applications. One slide is viewed at a time.
Slides view	List of miniature slide images with the same functions as **Slide Sorter** view. Occupies the same pane as **Outline** view, tabs are used to toggle between them.
Notes view	Space for adding presenter's notes.

Manoeuvres

1. Start *PowerPoint*.
2. From the **Recent** window, select the **Welcome to PowerPoint** template and click **Create**.
3. Click on the **VIEW** tab. **Normal** view is displayed by default.
4. Click the **Slide Sorter View** button, . Several slides of the presentation are shown on the screen at once.

 © CiA Training Ltd 2013

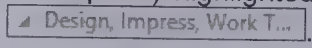
Driving Lesson 11 - Continued

5. Click on the **Notes Page** button, . The slide is shown in the top of the screen with an area for notes at the bottom.

6. Click the **Slide Show** button, , at the bottom right of the screen. The presentation slide show starts beginning with the currently viewed slide.

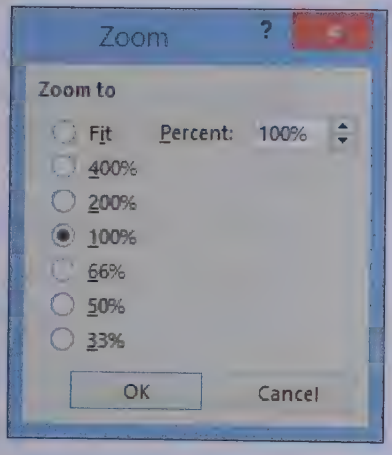
7. Click the mouse button to go from one slide to the next. Each page is shown in turn on the screen. Continue to the end or press <**Esc**> to finish.

8. Make sure **Normal** view, , is selected and look at the pane on the left of the screen.

9. A list of slide miniatures is displayed with the current slide (as shown in the main **Slide** pane) highlighted. Sections in the presentation are also indicated, 

10. Click slide **4** in the **Slides** list and slide **4** will be shown in the main **Slide** pane. Click in the main **Slide** pane.

11. Display the **VIEW** tab, click **Zoom** and choose **100%** from the **Zoom** dialog box. Click **OK**.



12. Use the scroll bar at the bottom of the **Slide** pane to see more of the slide.

13. Now click **Zoom** again and select **Fit** from the list. Click **OK**. The whole slide is displayed.

14. Click the **Outline View** button, , to show the text contents of the slides. The **Slides** pane is replaced by the **Outline** pane. Each slide is represented by a small icon and the slide number, e.g.
.

15. Use the scroll bar at the right of the **Outline** pane to display slide **5** (if not already displayed).

16. Move the mouse over the icon until it becomes
. Click once to display slide **5** in the main **Slide** pane. The associated text and icon are highlighted in the **Outline** pane.

17. View slide **4**, **Work Together**. Click in the **Notes** pane (Click to add notes) and type in **Mention conferencing**.

18. Switch back to **Normal** view and practise moving between slides. Leave the presentation on screen for the next lesson.

Driving Lesson 12 - Slide View

Park and Read

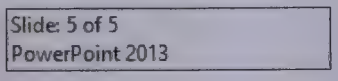
Slide View is shown in the main **Slide** pane at the right within **Normal** view – it shows the presentation slides, one at a time, with all text properly formatted and with a background template. This is the main area used to create, edit and format most slide content.

The scroll bar at the right of the screen can be used to move from one slide to another.

In all the views except **Slide Show**, pressing **<Ctrl Home>** or **<Ctrl End>** moves directly to the first or last slide in a presentation respectively.

Manoeuvres

1. The presentation created earlier should still be on screen.
2. Click on slide **3**.
3. Click on the **Next Slide** button, , on the vertical scrollbar to move to the next slide.
4. Click on the **Previous Slide** button, , to move back one slide.
5. Click and drag the vertical scroll button down. Release the mouse button when the marker for slide **5**, **PowerPoint 2013**, appears.



*The marker appears in a **ToolTip** to the upper left of the scrollbar when scrolling.*

6. Press **<Ctrl Home>** to move to the first slide in the presentation.
7. Press **<Ctrl End>** to move to the last slide in the presentation.
8. Practise moving through the slides in **Normal** view.
9. When you are finished, return to **Slide 1**.

 © CiA Training Ltd 2013

Driving Lesson 13 - Slides and Outline View

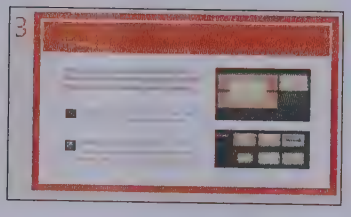
Park and Read

Slides and **Outline** views are both available to work with slides. Either can be used to move to different slides or rearrange slides in a presentation.

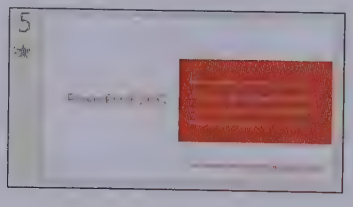
Slides view does this using thumbnail pictures while **Outline** uses only text. Text can be entered in **Outline** view and it will appear on the slide. Text can also be hidden in **Outline** view so that only the slide titles appear. This is useful if there are a number of slides which need to be reordered.

Manoeuvres

1. With the **Welcome to PowerPoint** presentation still on screen, click on slide 3, **Impress**, in the **Slides** pane.



2. The slide is shown in the main **Slide** pane.
3. Move the scroll button in the **Slides** pane down so that slide **5**, **PowerPoint 2013** is in view (if it is not already).

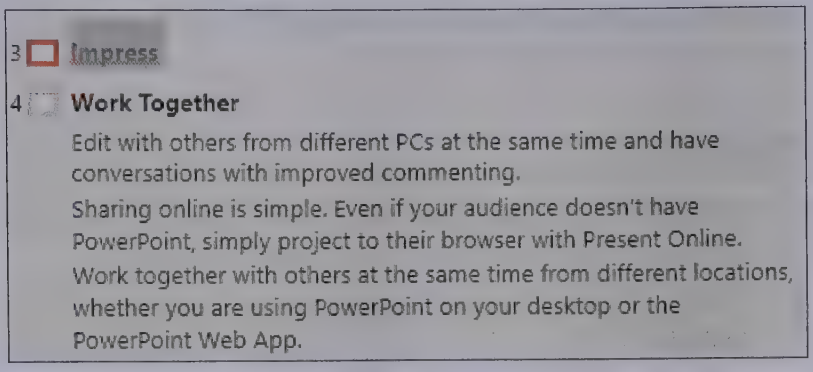


4. Click on it. It is now on view in the main **Slide** pane.
5. Select **Outline** view. The pane expands to better accommodate the text.
6. Note that no graphics appear in outline view. The current slide is shown as 5 .
7. Click on slide **3**. The slide is displayed.
8. Text can be added or edited both in the **Outline pane** and on the **Slide**. In the **Outline** pane, click at the end of the text for slide **3**. The flashing insertion point cursor should be shown.
9. Press <**Enter**> and type the text: **Text can be added in Outline view**. The text appears on the slide.

Driving Lesson 13 - Continued

10. In the second bullet point highlight the phrase **visually browse** and type **search**. The text is replaced.

11. Double click on the slide icon for slide **3**. The slide text is hidden; only the title is shown, underlined, to denote the hidden words.


3 Impress
4 Work Together
Edit with others from different PCs at the same time and have conversations with improved commenting.
Sharing online is simple. Even if your audience doesn't have PowerPoint, simply project to their browser with Present Online.
Work together with others at the same time from different locations, whether you are using PowerPoint on your desktop or the PowerPoint Web App.

12. Right click anywhere in the **Outline** pane and select **Collapse | Collapse All**. All text apart from the slide headings is hidden.

13. Right click anywhere in the **Outline** pane and select **Expand | Expand All**. All text is now shown again.

14. Display the **VIEW** tab and then click the **Normal** view button, .

15. Display **Slide 1** and leave the presentation open for the next lesson.

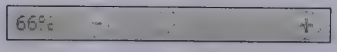
Driving Lesson 14 - Slide Sorter View

Park and Read

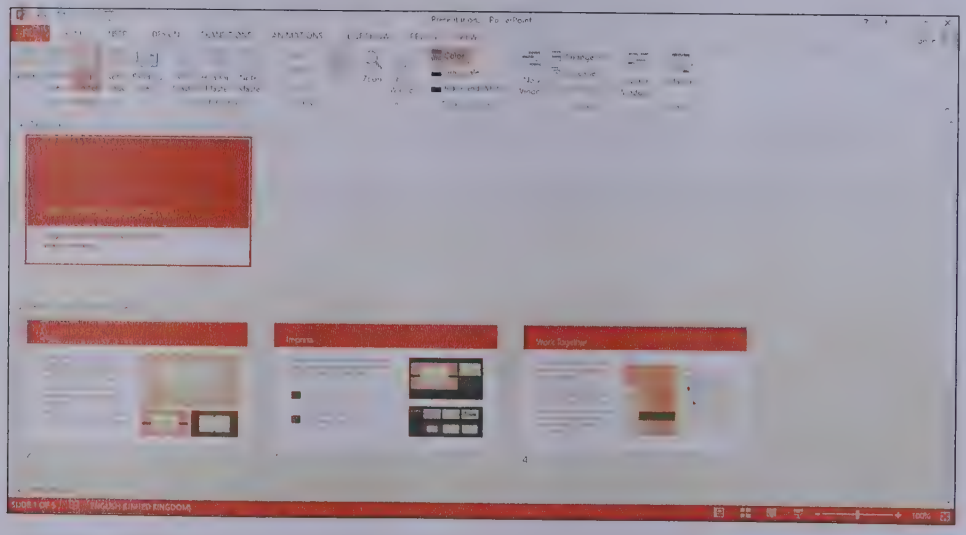
Slide Sorter View shows thumbnail previews of all slides in a presentation. This makes it easy to move, add or delete slides and to decide on animated transitions (special effects) for moving from slide to slide. Transitions and effects are covered in later lessons.

Manoeuvres

1. With the presentation still on screen, switch to **Slide Sorter** view. The screen will appear similar to that shown below.
2. Use the **Zoom Control** slider on the **Status Bar** to display more or fewer slides.



3. Try to replicate the view shown below.



4. Locate slide number **4**, **Work Together**.
5. Then, click and hold down the left mouse button and move the slide about the screen. Observe the effect.
6. Release the mouse button when the slide is to the right of slide **1**. The **Work Together** slide has now become slide **2**.
7. Leave the presentation open for the next lesson.

Driving Lesson 15 - Notes Page View

Park and Read

Notes Page view allows presenter's notes to be added to slides. The top of the screen shows the slide and lower part is reserved for presenter's notes. The scroll bar and buttons at the right edge of the screen can be used to move from one page to another.

*It is not always necessary to use this view to add notes. There is a **Notes** pane in **Normal** view that can be resized by dragging the border between the panes. If graphics are required however, they must be inserted in **Notes Page** view.*

Manoeuvres

1. Using the current presentation, select slide **3**, **Design**.
2. Display the **VIEW** tab and select **Notes Page** in the **Presentation Views** group.
3. Click on the **Zoom** button on the **VIEW** tab and choose **100%** from the dialog box. Click **OK**.

***Zoom** percentage can also be controlled using a slider on the right of the **Status Bar**.*

4. The bottom half of the page should now be visible with the words **Click to add text**. If this notes area is not visible, try scrolling the page up and down using the scroll bar.
5. Click on the words **Click to add text**. The words disappear and the box is highlighted. Type the following note:

   This is a notes page. Speaker's notes can be added here so that the presenter knows what to say when this slide is being shown.

6. Click on the white space outside the notes area to finish entering the text. Zoom to **50%** to see the whole page.
7. Switch to **Normal** view and move to slide **4**.
8. Click in the **Notes** pane and add the following note, zooming in if necessary:

   This is the fourth slide.

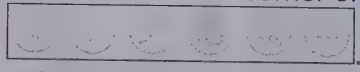
9. Switch to **Notes Page** view to confirm that the note is there.
10. Return to **Normal** view.

Driving Lesson 16 - Slide Show

Park and Read

Slide Show is used to view slides, one at a time, as an on screen presentation. This gives the creator an opportunity to view the presentation as others will see it. It is particularly useful for viewing the full effect of animations and transitions. While the slide show is in progress, the mouse can be used to draw on the slide to highlight key points.

Manoeuvres

1. Using the presentation from the previous Driving Lesson, click the **Start From Beginning** button from the **Quick Access Toolbar**, . The slide show starts from slide 1.
2. Click the mouse button or press <**Page Down**> to move to the next slide. Continue to slide **3**, **Design**.
3. To move back to a previous slide, press <**Page Up**> or click the right mouse button and select **Previous** from the shortcut menu.
4. To move to a non-adjacent slide, click the right mouse button and select **See All Slides**. Click on **4 Impress** and that slide will be displayed.
5. Move the pointer to the lower left corner of the screen. A set of six buttons is faintly seen,  . Move the pointer over each to see them more clearly. There are buttons to go to the previous or next slide; the fourth button goes to **View All Slides** and the fifth magnifies the slide you're viewing.

The shortcut menu can be displayed by clicking the sixth button, .

6. Click the pointer button. This displays the **Pointer Menu**. Select **Pen** from the menu. The mouse pointer changes into a small dot.
7. Move the pen on to the slide and write your name. All lines drawn are saved to the presentation. Select **Erase All Ink on Slide** from the **Pointer Menu** to delete the lines drawn.
8. Select **Pen** from the **Pointer Menu** to turn this feature off again.
9. View the rest of the presentation. When the end of the show is reached, a black screen appears with the words **End of slide show, click to exit.**.
10. Click once to end the show and return to **Normal** view.

Driving Lesson 17 - Saving a Presentation

Park and Read

A presentation must be saved if it is to be used again. There are two main ways to save: **Save** to save a new presentation or to update changes made to an existing one, or **Save As** to save a presentation under a new name, in a different location or in a different format.

Manoeuvres

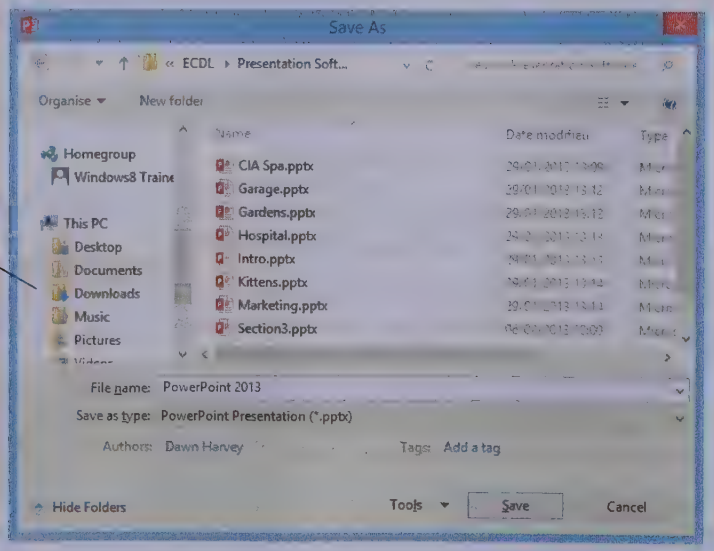
1. The presentation opened earlier is now going to be saved. Display the **FILE** tab and select **Save** (the **Save** button, , or the key press **<Ctrl S>** can also be used).

2. Click **Computer** and then click the **Browse** button.

3. In the **Save As** dialog box, navigate to the location where the data files for this guide are stored (see page 4).

4. Double click on **DATA FILES**, then **ECDL**, then on **Presentation Software**.

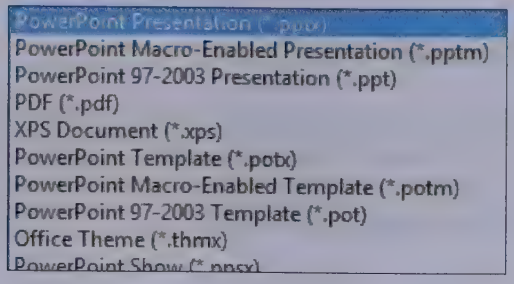
5. In the **File name** box type **PowerPoint 2013**, replacing any existing text.

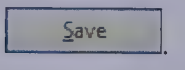


6. Click on the drop-down arrow at the right of the **Save as type** box to see the different formats available, including: text format **Outline/RTF** (*.rtf), **PowerPoint Template** (*.potx), earlier versions of *PowerPoint*, e.g. **PowerPoint 97-2003** (*.ppt), graphics formats including **JPEG File** (*.jpg) and **Windows Metafile** (*wmf).

7. Choose the default format **PowerPoint Presentation (*.pptx)**.

Driving Lesson 17 - Continued

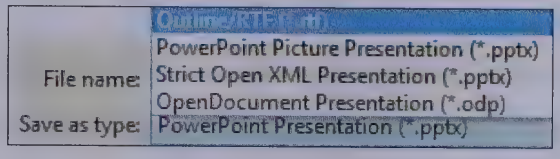


8. Click the **Save** button, 
.

9. To save the presentation in a different format, or another name, select the **FILE** tab and then **Save As**. Select **Presentation Software** from the **Current Folder** list.

10. The presentation is to be saved as an **RTF (Rich Text Format)** file. This means that it can be opened in various programs such as *Word* (although any graphic content will be lost).

11. Change the **File name** to **My Outline** and from **Save as type** select **Outline/RTF(*.rtf)**, then click **Save**.



12. A presentation can be saved in a special format - a **PowerPoint Show** - that allows people who don't have *PowerPoint* installed to view it. Click the **FILE** tab and select **Save As**.

13. In the **Save as type** drop-down box select **PowerPoint Show**. Change the **File name** to **My Show** and click **Save**.

14. Open your **Documents** folder and navigate to the data files folder for this guide. Notice that the two files **My Outline** and **My Show** both appear.

15. Double click **My Outline** and the file opens in your computer's default word processing application. Examine the document and then close it. If it is still open, close the application that opened **My Outline**.

16. Return to *PowerPoint*.

Driving Lesson 18 - Closing a Presentation

Park and Read

To clear the screen and begin working on a new presentation, the current one can be closed. If the presentation has not been previously saved, or if it has been modified in any way, a prompt to save it will appear.

Manoeuvres

1. With the presentation from the previous lesson on screen, display the **File** tab.
2. Select **Close**. If no changes to the presentation have been made since it was saved in the previous lesson the presentation will close immediately.
3. If any further changes have been made to the presentation, there will be a message asking if the new version of the presentation is to be saved, e.g. **Do you want to save changes to PowerPoint 2013.pptx?** Click on **Don't Save**. The presentation now closes without saving.

*At the prompt, clicking **Save** would start the **Save** process. Clicking **Don't Save** would close the presentation without saving anything. Clicking **Cancel** would cancel the close process and return to the presentation.*

4. A blank *PowerPoint* screen is now shown. Display the **FILE** tab.
5. There are options here to start a new presentation, open an existing one or close *PowerPoint*.
6. Leave this screen open for the next lesson.

Driving Lesson 19 - Opening Presentations

Park and Read

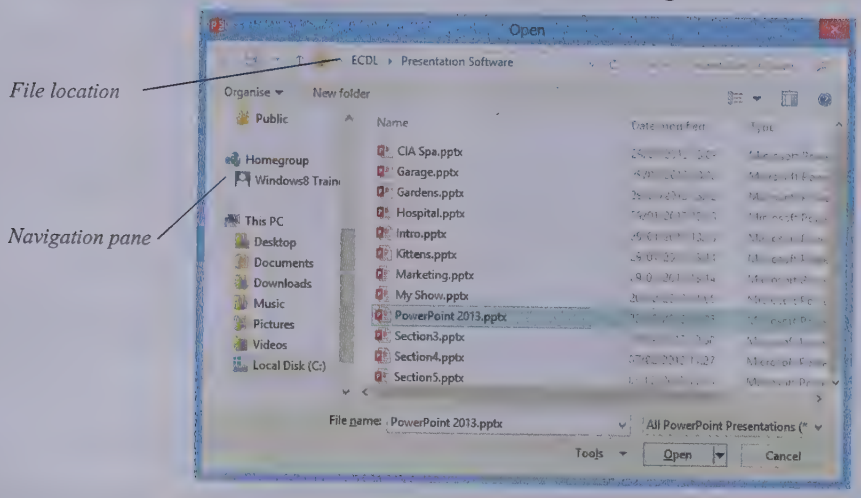
Once created and saved, a presentation can be opened at any time.

Manoeuvres

1. From the **FILE** tab, click **Open** to display the **Open** window.

*Alternatively, use the key press <**Ctrl O**>.*

2. Select **Computer** and, from **Recent Folders**, select **Presentation Software** (or click **Browse** and navigate to this guide's data folder).



3. The **PowerPoint 2013** presentation should be listed. Click on it once to select it, then click **Open** to open the presentation.

4. Move to the **Notes** page for slide **3**. Use zoom if necessary to see the text. Change **This is a notes page** to **This is an interesting notes page**.

5. The presentation has been changed, but a copy of the original is required, so use **Save As** and save the presentation as **PPT2** and leave it open.

6. Now open the two presentations called **Hospital** and **Gardens**, which should also be in this folder, using the **Open** button.

7. Practise switching between the presentations by clicking on the **PowerPoint** button on the **Taskbar**, displaying the list of open presentations and then clicking on each of them.

*Alternatively, display the **VIEW** tab, click the **Switch Windows** button and select the required presentation to display.*

8. Close <u>all</u> the presentations <u>without</u> saving.

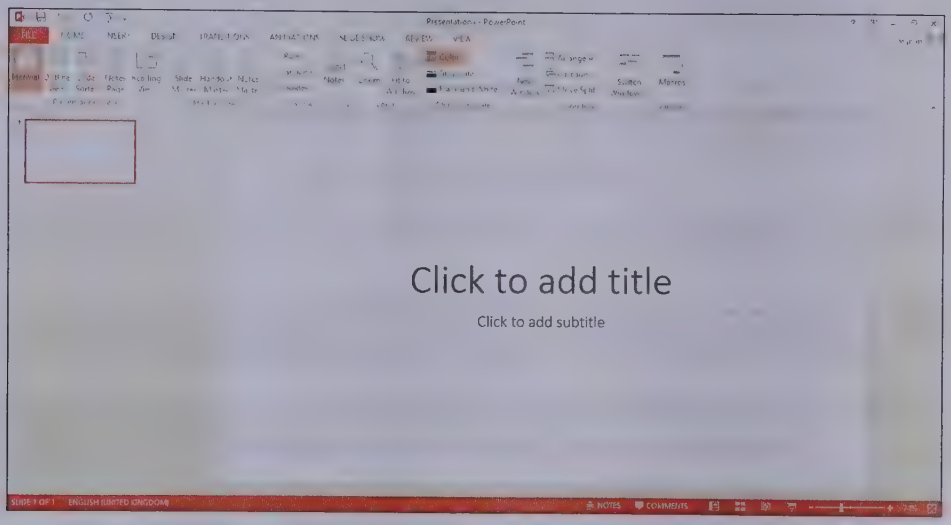
Driving Lesson 20 - New Presentations

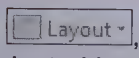
Park and Read

When creating a new presentation with a **Blank Presentation** template, all that has to be specified is the type of slide to be used, i.e. **Title Slide**, **Title and Content**, etc. A blank slide will be produced, without colours, background, graphics, etc.

Manoeuvres

1. Click the **FILE** tab and then **New** to display the **New** window.
2. Click on **Blank Presentation** from the templates displayed to start a new, blank presentation.



3. Display the **HOME** tab then click the **Layout** button, 

, in the **Slides** group. The default layout **Title Slide** should be selected by default.
4. Experiment by selecting different layouts. Observe how the view in the **Slide** pane changes.
5. Click **Layout** and select the **Title Slide** layout again.

*Usually, all presentations start with a **Title Slide** to introduce the presentation.*

6. **Close** the presentation without saving.

 © CiA Training Ltd 2013

Driving Lesson 21 - Themes

Park and Read

Themes provide a common style throughout a presentation. This includes a common background and related colours for text and graphics. Every theme has a variety of colours to choose from.

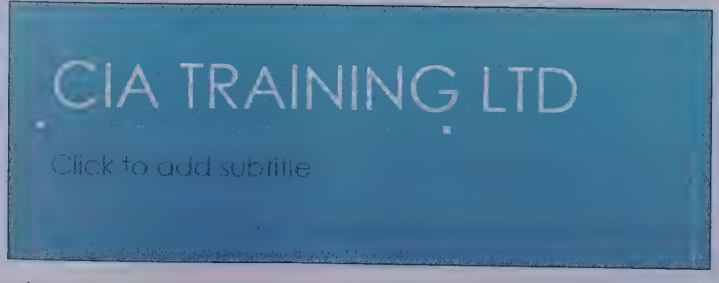
Manoeuvres

1. Click the **FILE** tab and select **New**. In the **New** window there is a list of sample theme templates.
2. From the list of themes, click once to select a few to see how they appear in a preview in a new dialog box (different colours may also be selected in this dialog box). Close the dialog box to select a new theme.
3. Select the theme **Slice** and click **Create**. Notice the various colour schemes are available on the **Ribbon**; leave the default blue one selected.

*Many more slide themes are available from **Office.com** if the computer has an active Internet connection.*

*A **Theme** can be added or changed in an existing presentation. Display the **DESIGN** tab and select a theme from the **Themes** group.*

4. The first (**Title**) slide in the presentation has now been created with the **Slice** design applied. Notice how the **Status Bar** shows **Slide 1 of 1**.
5. Make sure **Normal** view is selected.
6. On the **Title Slide** of the new presentation, click on the area **Click to add title** and type the title **CIA Training Ltd** (which appears capitalised, as per this template's theme).



7. Click on the **Click to add subtitle** area and type **A PowerPoint Presentation**.

*If it is not possible to complete the remainder of the guide in one session, then save the presentation, at any time, as **CIA**, and continue at a later date.*

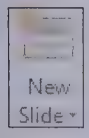
Driving Lesson 22 - Adding and Deleting Slides

Park and Read

A new slide can be added to the presentation at any time and at any place. New slides are placed directly after the slide that is currently selected. If necessary, their position can easily be changed later using the **Slides** pane or **Slide Sorter** view.

Make sure that each slide has a different, meaningful title. It is also good practice to be concise when entering text on slides, e.g. use short phrases and bullet points or numbered lists instead of long sentences. The idea of a presentation is that you expand on these brief points when delivering it.

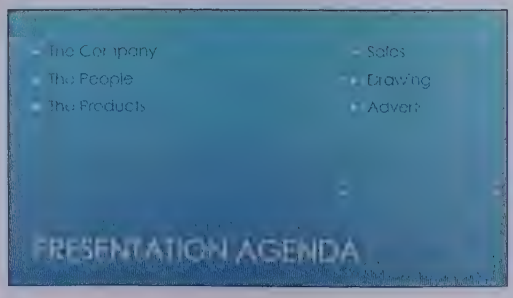
Manoeuvres



1. On the **HOME** tab, click the drop-down arrow on the **New Slide** button.
2. A panel of available layouts is displayed. **Title Slide** and the **Title Only** slide formats are often used to start presentations. Other formats are used to display content. Click on the layout, **Title Only**.
3. The new slide, number **2**, has now been created. The **Status Bar** now shows **SLIDE 2 OF 2**.
4. Use the **New Slide** button to create a third slide, this time with the **Two Content** layout. The **Status Bar** now shows **SLIDE 3 OF 3**.

*To position a new slide in a particular place, click between the required slides in **Slides** view or **Slide Sorter** view and then insert the new slide.*

5. On slide **3**, click to add the title **Presentation Agenda**. Notice the handles around the text. These can be used to resize the text area.
6. Click at the top of the first column of text and type **The Company**.
7. Press **<Enter>** and type **The People**, then on the next line, type **The Products**.
8. In the second column of text, enter **Sales** on the first line, **Drawing** on the second and **Advert** on the third line.



9. Right click on slide **2** in the **Slides** pane on the left, then select **Delete Slide** (or select slide **2** and press the **<Delete>** key). The slide is removed.
10. **Save** the presentation as **CIA** to the data file folder and leave it open.

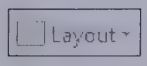
 © CiA Training Ltd 2013

Driving Lesson 23 - Changing Slide Layout

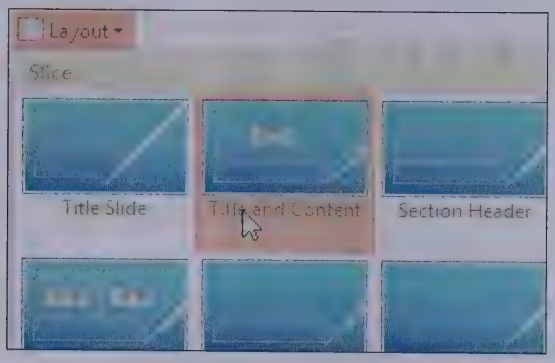
Park and Read

The layout of a slide can be changed after it has been added to a presentation.

Manoeuvres

1. In **Normal** view, add a new **Title Slide** after slide **2**.
2. To change the type of slide, on the **HOME** tab, click 

from the **Slides** group. Select the **Two Content** layout and observe the result.
3. Next, change the slide's layout to **Title and Content** layout. Observe the result.



4. Experiment by selecting each of the layouts in the **Layout** button's drop-down menu. Consider the uses of each slide type.
5. When you are finished, delete slide 3.
6. Save the presentation and leave it open.

Driving Lesson 24 - Background Colour

Park and Read

The background colour of specific slides or all slides can be changed. However, it is preferable not to use too many different colours in the same presentation.

Manoeuvres

1. In **Normal** view, add two new slides, both **Two Content** layout, after slide **2**.
2. Switch to **Slide Sorter** view and select slide **3**. Display the **DESIGN** tab.
3. Three other colour variants for this theme are shown in the **Variants** group and can be applied to all slides, or just the current slide. However, for more options click **Format Background**.

4. From the **Fill** area of the **Format Background** pane, select the **Solid fill** option.
5. Click the **Color** button, , to display a colour selection palette. Select a vivid **pink** from the options.

6. In the same way, select slide **4** and change its background colour to yellow (from **Standard Colors**).
7. Delete slide **4** by making sure it is selected and then pressing <**Delete**>.
8. Delete slide **3** and close the presentation, saving the changes.

 © CiA Training Ltd 2013

Driving Lesson 25 - Revision

Park and Read

At the end of every section you get the chance to complete one or more revision exercises to develop your skills and prepare you for your ECDL certification test. You should aim to complete the following steps without referring back to the previous lessons.

Manoeuvres

1. Create a **New Blank Presentation** selecting the **Title Slide** layout.
2. Click on the title slide and add title text **Put Your IT Skills to the Test**.
3. Click to add the Subtitle **'by *Your Name*'**.
4. Insert a **New Slide** using the **Title and Content** layout.
5. Click to add the title **Introduction**.
6. Click to add the following bullet points:
    - **Concepts of ICT**
    - **Using the computer and managing files**
    - **Word processing**
    - **Spreadsheets**
    - **Using databases**
    - **Presentation**
    - **Web browsing and communication**
7. Save the file naming it **IT Skills**.
8. Close the presentation.

Driving Lesson 26 - Revision

Manoeuvres

1. Open the presentation **CIA Spa**.
2. View the notes page for the first slide.
3. Use the **Zoom** control to change the magnification of the page to **120%**.
4. Insert the following text into the notes page area (notes text is vertically centred in this presentation).

   Good morning ladies and gentlemen, welcome to CiA Lodge.

   I am [your name] and I will be your speaker for this presentation.

   First, I would like to give you a brief introduction to the business.

5. Use the **zoom** control to display the whole page.
6. Change to **Slide Sorter** view and select slide **2**.
7. Display the slide in **Notes Page** view and insert the following text:

   Since 1985 CiA Lodge has been a successful hotel and spa.

   Every treatment is uniquely customised to our guests' requirements.

   Our aim is to ensure that each guest receives the benefit of personal attention.

   Our philosophy has resulted in many repeat bookings and a regular clientele.

8. Display **Options** from the **FILE** tab and select the **Advanced** screen. Make sure the option is set to end the presentation with a black end slide.
9. Move to slide 1 and switch to **Slide Show** view.
10. View the whole show, clicking the mouse to advance.
11. Save the presentation as **CIA Lodge**.
12. Close the presentation.

*Now complete the **Record of Achievement Matrix** at the back of the guide. You should only move on when confident with the topics and features described in this section.*

 © CiA Training Ltd 2013

Section 3 Formatting

By the end of this section you should be able to:

Apply Formatting, Text Effects and Bullets

Use Undo and Redo

Change Alignment and Spacing

Use Cut, Copy and Paste

Use Animation Schemes and Custom Animation

Apply Headers & Footers

Work with Slide Master

Check Spelling

Work through the **Driving Lessons** in this section to gain an understanding of the above features.

For each **Driving Lesson**, read all of the **Park and Read** instructions and then perform the numbered steps of the **Manoeuvres**. Complete the **Revision** exercise(s) at the end of the section to test your knowledge.

Driving Lesson 27 - Formatting: Font & Size

Park and Read

The text on any slide can be formatted in a number of ways, including changing the font, size, appearance, colour, alignment, etc. Many of the normal features of word processing are available when entering or editing text on a slide.

Manoeuvres

1. Open the **CIA** presentation which was saved in the previous section. If the previous section has not been completed, open the **Section3** presentation and save it as **CIA**.

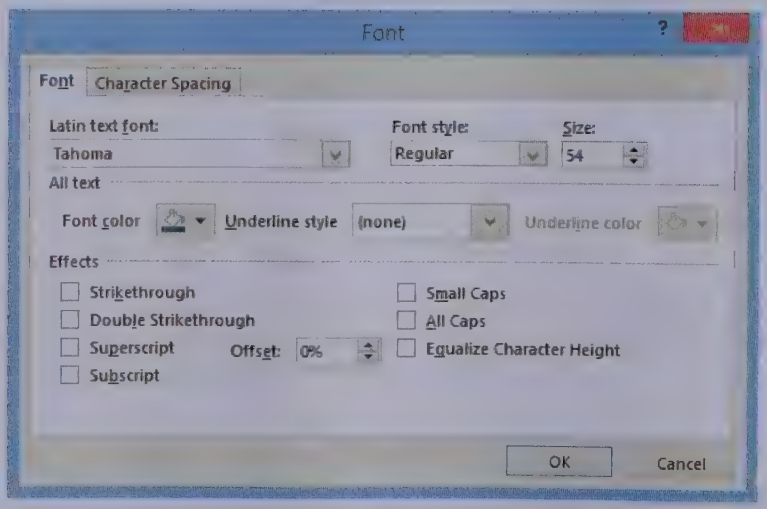
2. View the **Presentation Agenda** slide in **Normal** view then click and drag the mouse over the text in the first column to select it.

3. From the **HOME** tab, click on the **Font** drop-down arrow, Century Gothic (, and choose a different font from the list, e.g. **Tahoma**.

4. Using the **Font Size** list, 20 , and choose a font size of **32**.

5. Click on the **Increase Font Size** button, A^, to increase to the next size. Use this button to increase the font size to a maximum with each bullet point still fitting on one line.

6. With the text still highlighted, click the **Font** dialog box launcher to display the dialog box.



7. Choose the **Arial Black** font and enter size **28** from the dialog box. Click **OK**.

8. Leave the presentation open.

 © CiA Training Ltd 2013

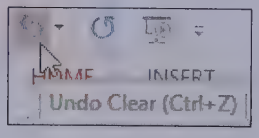
Driving Lesson 28 - Undo and Redo

Park and Read

The **Undo** and **Redo** functions can be really useful, for example if something is deleted by mistake the deletion can be undone. **Undo** cancels the last action performed and **Redo** cancels the **Undo** action.

Manoeuvres

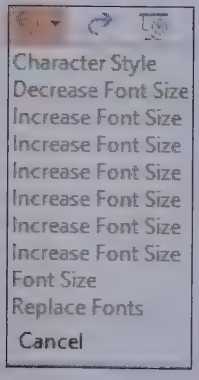
1. Viewing the **Presentation Agenda** slide in the **CIA** presentation, select the text in the second column.
2. Press <**Delete**>.
3. Hold the mouse over the **Undo** button to see the **ToolTip**.



4. To replace the deleted text, click the button.

*The wording after **Undo** and **Redo** changes depending on the action last performed.*

5. To delete the text again, click **Redo Clear**, .
6. Click **Undo**, , to replace the text.
7. Click the drop-down arrow at the right of the **Undo** button, to see all of the actions that could be reversed.



8. Click on the slide to remove the list.
9. Leave the presentation open.

Driving Lesson 29 - Applying Text Effects

Park and Read

Various effects such as bold, italic, underline and shadow can be applied to selected text on a presentation slide. Text colour can also be changed.

Manoeuvres

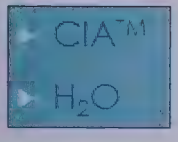
1. Using the **Presentation Agenda** slide in the **CIA** presentation, select the text in the second column.

2. Click the **Bold** button, B, to see the effect on the text. Try the **Italic**, I, and **Underline**, U, in turn. Apply a shadow by clicking **Text Shadow**, S.

3. Remove all the effects from the second column by clicking the buttons again and apply the shadow effect to the first column.

4. Text can be offset from its normal position using subscript and superscript. Add a new **Title and Content** slide and add the title **Text Effects** (which will appear in uppercase).

5. For the first bullet, type **CIATM** and for the second bullet type **H2O**. Select the letters **TM** from the first bullet, then click the **Font** dialog box launcher and check the **Superscript** box then click **OK**.



6. Notice how a "trademark" symbol has been created. Now select the **2** from the second bullet and display the **Font** dialog box again, this time selecting **Subscript** before clicking **OK**.

7. Select all of the text, excluding the title. Click the drop-down arrow on the **Font Colour** button, A. The colour box appears.

8. The colours already used or pre-defined as appropriate to this background are shown (**Theme Colors**). Select any available colour or click **More Colors** to choose a new colour from the honeycomb.

9. With the text still selected, display the **Font** dialog box. Select any effects and colours desired. Click **OK** to see the effect. Note that some effects cannot be seen properly while the text is still selected.

*Text cannot be both **Superscript** and **Subscript**.*

10. Delete this slide from the presentation by switching to **Slide Sorter** view, ensuring the **Text Effects** slide is selected and pressing <**Delete**>.

Driving Lesson 30 - Alignment, Spacing & Case

Park and Read

Alignment of the text, spacing and case can be altered to suit the presentation. Spacing out the text can sometimes make it easier to read.

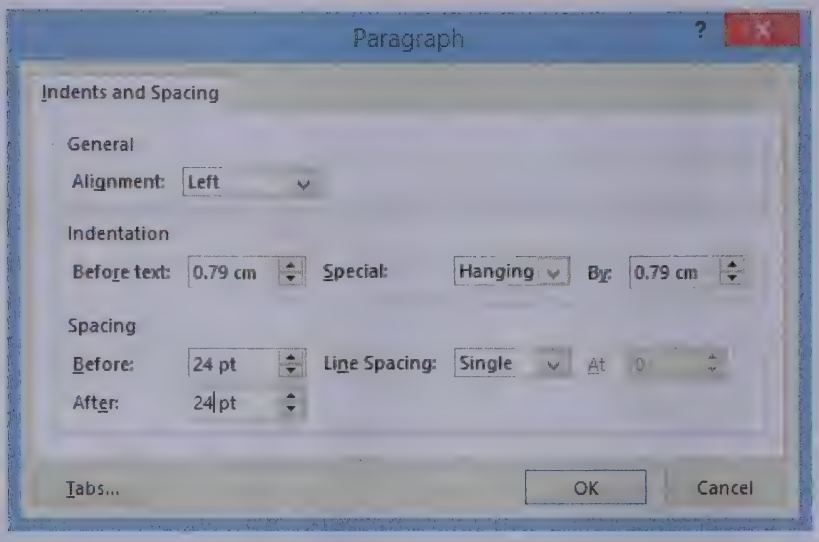
Manoeuvres

1. Using the **Presentation Agenda** slide in **Normal** view, select all the text in the first column.
2. From the **HOME** tab, click the **Center** button, , from the **Paragraph** group and then the **Align Left** button, , to see the difference.
3. Click **Align Right**, . Revert back to **Left** aligned.
4. Text can also be aligned vertically in a text box. Click in a blank area of the left text box and click the **Align Text** button, Align Text, from the **Paragraph** group.
5. Select **Bottom** to anchor the text to the bottom of the box. Click the **Undo** button to revert the alignment to the **Middle** (the default).
6. Select all the text in the first column again. Click the **Line Spacing** button, and click **2.0** to double-space the text.

7. Use the button to change the line spacing back to **1**.
8. Click the **Line Spacing** button and select **Line Spacing Options**.

Driving Lesson 30 - Continued

9. Change the spacing both **Before** and **After** to **24 pt** by typing in the appropriate boxes.



10. Click **OK** and notice the difference in how the text is spaced compared to the other column. There is a **24 pt** space before and after the lines; normally either one or the other is applied.

11. Using the **Paragraph** dialog box, change the spacing **Before** and **After** to **6 pt**.

12. With the text in the second column selected, click **Change Case** button, Aa, from the **Font** group.

13. Select **UPPERCASE**. The text will now be all in upper case.

14. Click the same button and select **lowercase**.

15. Now choose to **Capitalize Each Word**. The text is back to its original format.

16. Find and click the **Format Painter** button, , in the **Clipboard** group on the **Home** tab. This can be used to copy the *formatting* of selected text from one place to another.

17. Click and drag over all three bullets in the second column. The selected formatting in the first column is applied to the second.

18. Leave the presentation open for the next lesson.

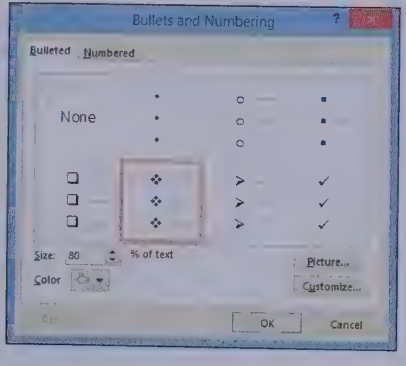
Driving Lesson 31 - Bullets

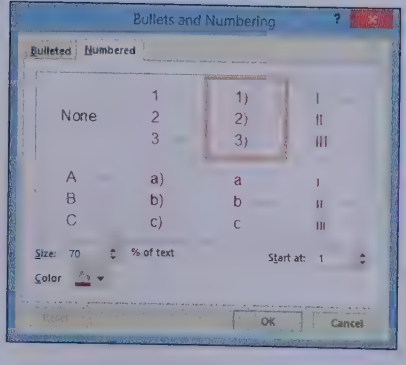
Park and Read

Text in a list is usually **bulleted**; the type, colour and size of the bullet can be changed. Bullets can also be selected from a grid containing all the symbol characters associated with different fonts.

Manoeuvres

1. Select the first column of bullets on the **Presentation Agenda** slide again. Then, click the **Bullets** button, , to remove the bullets. Click the button again to reapply them.
2. A bullet can have an indent applied to make it a "subpoint" of the bullet above. Select the second bullet in the first column and click **Increase List Level**, . The bullet moves right a little.
3. Click **Decrease List Level**, , removing the indent.
4. Select all of the bullets in the first column. Then, click the **Bullets** button drop-down arrow and select a different bullet style.
5. Drop down the options again and select **Bullets and Numbering**. The **Bullets and Numbering** dialog box appears.
6. Choose a different bullet from the options, select a different colour and size, then click **OK**.
7. Display the dialog box again and click the **Customize** button. Select a character from the grid to use as a bullet. Different fonts can be displayed using the **Font** drop-down list – try **Wingdings**.
8. Click **OK** then **OK** again to apply the bullet.
9. With the first column selected, display the **Bullets and Numbering** dialog box and select the **Numbered** tab.
10. Select any **1,2,3** option (an example is shown opposite) and click **OK**.
11. Change the numbering to lower case Roman numerals, i.e. **i,ii,iii**.
12. Now apply a bullet style of **Arrow Bullets**. Apply the same bullet style to the second column and leave the presentation open.





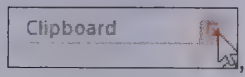
Driving Lesson 32 - Cut & Paste

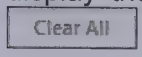
Park and Read

The **Cut** and **Paste** commands allow text and other items, such as graphics or slides, to be moved around a presentation from one place to another quickly and easily. When an item is cut it is removed from its original location.

When copied or cut, text is placed in a temporary storage area known as the **Clipboard**. Up to **24** cut or copied items can be held on the **Clipboard**, which is common to all *Windows* applications.

Manoeuvres

1. On the **Home** tab, click the **Clipboard** launcher, 

, to display the **Office Clipboard** task pane. If it contains any items, click 

to delete them.

2. Position the cursor in the first line of text on the **Presentation Agenda** slide - **The Company**.

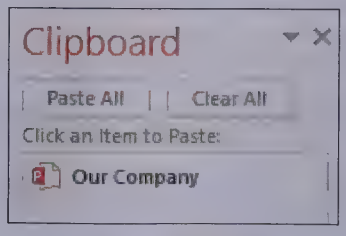
3. Select the word **The**, press the <**Delete**> key to delete the word and then type in **Our**. Add a space if necessary.

4. Select the first line of text, **Our Company**.

5. Click on the **Cut** button,

, from the **Clipboard** group and the text is removed from the slide and placed on the **Clipboard** where it is represented by an icon.

Alternatively use the key press <***Ctrl X***> *to cut items and place them in the* ***Clipboard****.*



6. Place the cursor at the end of **The Products** and press <**Enter**> to create a new bullet. Click on the icon from the **Clipboard** to paste the text at the new location (remove any extra, empty line created).

Text can be moved to a different slide in the same way.

 © CiA Training Ltd 2013

Driving Lesson 32 - Continued

7. A **Smart Tag** called **Paste Options** will be displayed, . This controls whether the pasted text keeps the formatting it had originally or takes on the formatting of the destination. It is only relevant if the text being pasted has a different format to its target location. Click the **Smart Tag** to see the options then click on a blank area of the slide to remove them.

*Bullets can pose problems when cutting and pasting. Sometimes blank bullet lines are left behind or created during the process. Press <**Backspace**> when on an empty line to remove the line and the bullet.*

8. Click and drag to select the line **The People** and cut it, using any method.

9. Open the **Intro** presentation. Move to slide **3, Getting Started with Templates** in **Normal** view.

10. Place the cursor at the end of the slide text and press **<Enter>** to create a new line.

11. Instead of using the **Clipboard** pane, the **Paste** button or the key press **<Ctrl V>** can be used to paste the last item cut or copied. Click the **Paste** button on the **Home** tab to paste the text **The People** from the **CIA** presentation.

12. Click the **Smart Tag** to see the paste options and select **Keep Text Only**, , to ensure that the pasted text takes on the formatting of existing text.

13. Change to **Slide Sorter** view and click on slide **2** to select it. Now click on the **Cut** button and the slide disappears.

14. To reposition the removed slide, place the cursor to the left of slide **4** and click on the **Paste** button.

15. Slides can moved between presentations in the same way as text. With slide **5** selected, click the **Cut** button.

16. Use the **Taskbar** to display the **CiA** presentation and select the last slide.

17. Click on the **Paste** button. The slide from **Intro** is inserted.

*The setting **Use Destination Theme**, , in the **Paste Options Smart Tag** will ensure that the pasted slide takes on the default formatting of the target presentation.*

18. Leave both presentations open.

Driving Lesson 33 - Copy & Paste

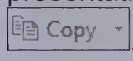
Park and Read

Text, graphics and slides may also be copied. When this action is carried out, the item stays in its original place and a copy of it is placed on the **Clipboard**.

An item that has been cut or copied may be pasted any number of times.

Items can be copied within a slide, between slides, or between presentations.

Manoeuvres

1. In **Normal** view, display the **Presentation Agenda** slide of the **CiA** presentation and select **Our Company**. Click on the **Copy** button, 

.

*Alternatively use the key press <**Ctrl C**> to copy items.*

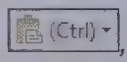
2. Look at the **Clipboard** task pane to see that a copy of **Our Company** has been placed there (the original text has stayed in place).

3. Place the insertion point just after the **s** of **The Products** and press <**Enter**> to create a new bullet and empty line for the copied text to be pasted into. Click on the most recent **Our Company** icon from the **Clipboard** to paste the copied text into the slide at the new location.

*The **Paste** button,

, on the **Ribbon**, or the key press <**Ctrl V**> can be used to paste the last item cut or copied.*

4. If a new line is not started automatically, press <**Enter**> again to start one and click the **Paste** button. The copied text is pasted again.

*The **Paste Smart Tag**, 

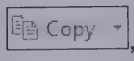
, can appear and be used in exactly the same way as with cutting and pasting.*

5. Delete the last two insertions of **Our Company**.

6. Use <**Backspace**> to remove all unnecessary blank bullet lines from the list. Remove any extra space.

7. Close the **Clipboard**.

8. Change to **Slide Sorter** view and click on the slide, slide **2**, **Presentation Agenda**.

9. Now click on the **Copy** button, 

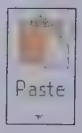
, from the **HOME** tab.

Driving Lesson 33 - Continued

10. To paste a copy of the slide, place the cursor on the last slide (slide **3**) and click on the **Paste** button. A copy of the **Presentation Agenda** is added to the end of the presentation.

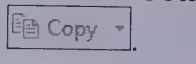
11. Use the **Taskbar** to move to the **Intro** presentation.

12. In **Slide Sorter** view, place the cursor between slides **2** and **3**.

13. Click 

from the **HOME** tab. This pastes the last object copied, the **Presentation Agenda** slide, into the **Intro** presentation. Notice that the current slide theme is automatically applied to it, but this could be changed by using the **Paste Options Smart Tag**.

14. In the **Intro** presentation, delete the pasted slide, number **3**.

15. Text can be copied between presentations in the same way. Display slide **2** in **Normal** view, select the **Title** text **Getting Started with Templates** and click on the **Copy** button, 

.

16. Use the **Taskbar** to move to the **CiA** presentation.

17. Display slide **4** in **Normal** view and select the title text. Click the **Paste** button. The text **Getting Started with Templates** is pasted in and replaces the original text.

18. In the **CIA** presentation, delete slides **3** and **4**.

19. Close the **Intro** presentation without saving.

20. Leave the **CiA** presentation open.

Driving Lesson 34 - Animation

Park and Read

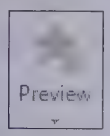
Animations are an important feature of presentations as they can add great impact and interest to the content being displayed. There are three different types of animation which can be applied:

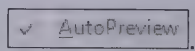
- Animation can be applied to text and objects on a slide so they appear and move about on the slide in a variety of different ways. There are buttons on the **Ribbon** to quickly apply simple preset animation effects to any part of the slide.
- Animated content (such as **Video** files) can be included on slides. These will run when the slide is displayed. Animated content is covered at **ECDL Advanced** level.
- Animation effects between slides are called **Slide Transitions** and are covered in Section 5.

As with other visual effects, care should be taken when applying animations as too many different animation effects can distract from the actual content.

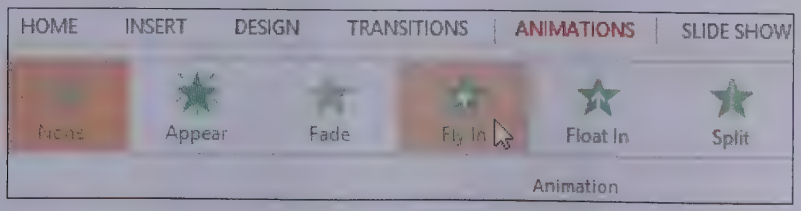
Manoeuvres

1. Show slide **1**, **CIA Training Ltd** in **Normal** view. Click in the title text box.
2. Display the **ANIMATIONS** tab and click the drop-down arrow on the **Preview** button (as no animations have been applied yet, the **Preview** button will be ghosted).



3. Make sure **AutoPreview** is selected 

. This allows animation effects to be automatically previewed as they are selected. If the setting does not need changing, click away to remove the list.
4. Locate the effects displayed in the **Animation** group and click **Fly In**. The **Fly In** animation effect will be previewed.



5. Next, click on **Float In** to apply this animation to the **Title** (you may need to expand the **Animation** box by clicking the **More** button).
6. Leave the presentation open for the next lesson.

 © CiA Training Ltd 2013

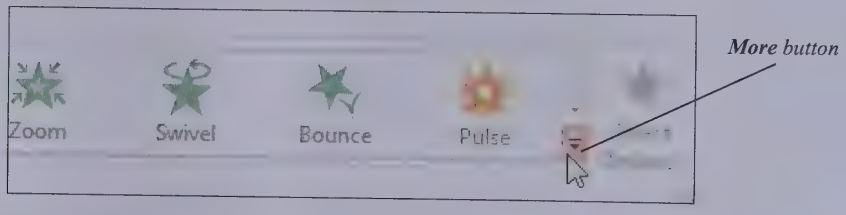
Driving Lesson 35 – Animation Effects

Park and Read

Different animations can be applied to different parts of a slide so that one slide can have many separate animations.

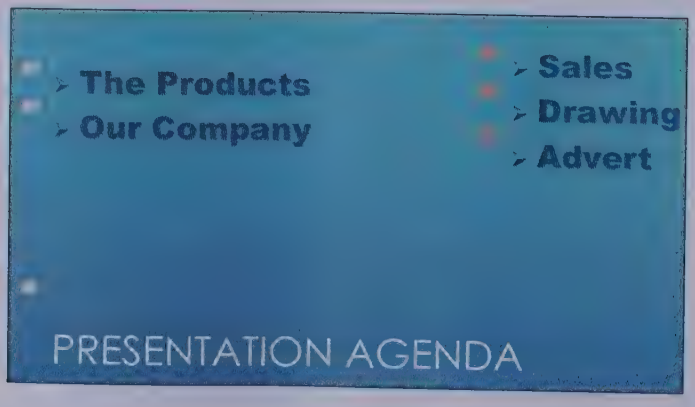
Manoeuvres

1. Select slide **2** of the **CIA** presentation and click in the title, **Presentation Agenda**.
2. Click the **More** button in the **Animation** group of the **ANIMATIONS** tab to expand the group and see more animation effects.



3. Click the **Bounce** effect to apply it. The effect is previewed.
4. To repeat the preview at any time, click the **Preview** button on the **ANIMATIONS** tab.

5. Click in the bullet points on the left side of the slide to select that text box.
6. Use the **More** button in the **Animation** group to apply the **Zoom** animation effect. Notice from the preview that each bullet point in the box is animated separately.
7. Click in the bullet points on the right to select that text box and then use the **More** button in the **Animation** group to apply the **Swivel** animation effect. Again, each bullet point in the box is animated separately.
8. Notice on the slide that each animated item has a number. This indicates the sequence in which the items will appear.

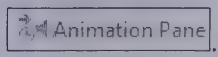


Driving Lesson 35 - Continued

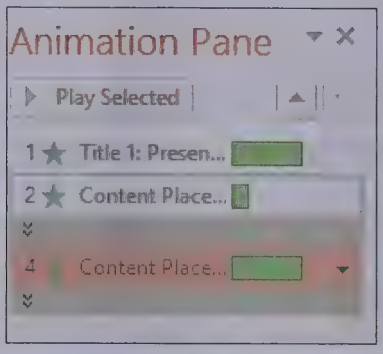
9. Click the **Preview** button to see all of the animation effects previewed in sequence.

10. Click on the **Status Bar** to see how the slide will actually appear in a show. Click the mouse to trigger each animated item in turn. Press <**Esc**> to return to **Normal** view.

*In **Slide Sorter** view and the **Slides** pane, slides with animation are indicated by a star symbol.*

11. From the **ANIMATIONS** tab, click **Animation Pane** , 

. The **Animation Pane** will be displayed.



12. All the animation effects for the slide are listed here and it is possible to edit each effect and change the sequence. This is **Custom Animation** and is covered at **ECDL Advanced** level. Click **Close**, , to close the **Animation Pane**.

13. Click in the bullet points on the right to select that text box then select **None** from the **Animation** group (it may be necessary to use the **More** button). The animation effects are removed from this text box.

14. Repeat the process for the bullet points on the left. Now only the title has an animation effect.

15. Save and close the **CIA** presentation.

Applying animation effects to images on slides is covered in a later Driving Lesson.

 © CiA Training Ltd 2013

Driving Lesson 36 - Spell Checking

Park and Read

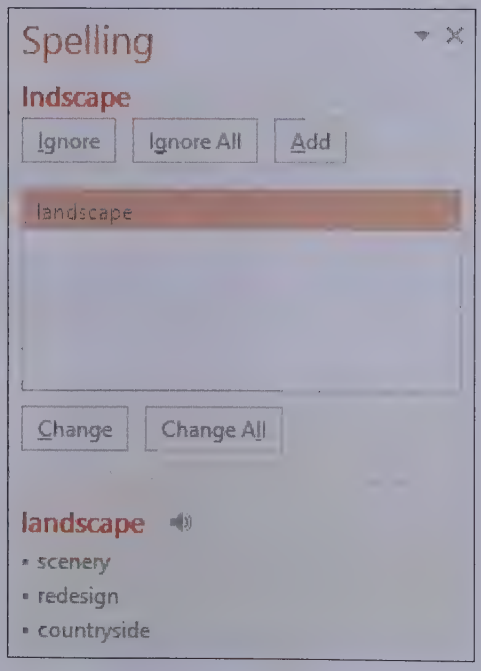
A presentation can be checked at any time for spelling errors. The spell checker is the same as that in all *Office* applications and will suggest alternatives for words it does not recognise; these can be accepted or ignored (or in the case of a repeated word, deleted). Words can also be added to the dictionary if desired.

Right clicking on an incorrectly spelled word displays a shortcut menu listing possible alternatives.

Manoeuvres

1. Open the **Marketing** presentation (words spelled incorrectly will be underlined with a red wavy line).
2. Select the **REVIEW** tab from the **Ribbon**.
3. Click on the **Spelling** button to start the spell checker. The spelling for the whole presentation will be checked.

4. When the **Spelling** pane appears, either click **Ignore** to leave the selected word unchanged or click **Change** to replace the word. The word can be replaced by selecting one from the **Suggestions** list.



5. A repeated word will be reported as a possible mistake and a **Delete** button will be made available. Click this to remove the duplicate word.
6. When finished spell checking, click **OK**. The **Spelling** pane closes automatically.
7. Leave the presentation open for the next lesson.

Driving Lesson 37 - Master Pages

Park and Read

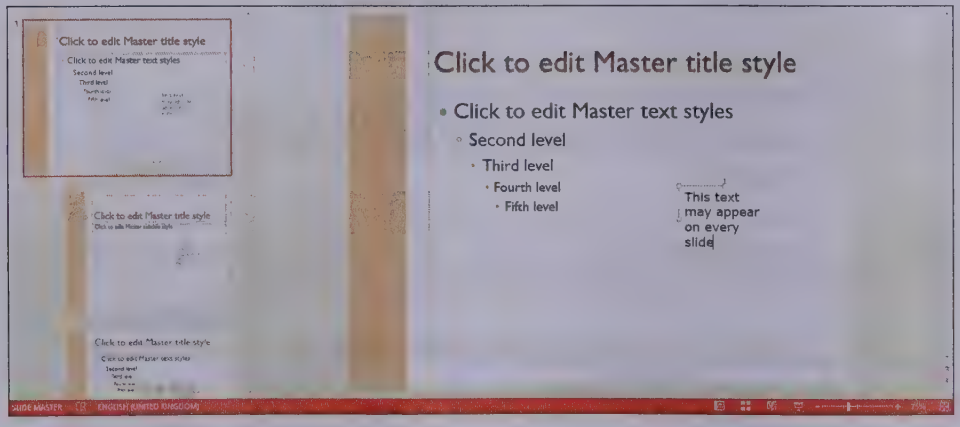
Master pages contain text or graphics that are displayed on every page of a presentation. There are different master pages for **Slides**, **Handouts** and **Notes** which act as templates to allow consistent formatting, text and graphics to be applied.

Manoeuvres

1. Using the **Marketing** presentation, click on slide **1**.
2. Select the **VIEW** tab and click **Slide Master**. Select the main **Slide Master** (the top thumbnail) to display it in the main **Slide** pane. Anything put on this slide will appear on every slide.

*In the left pane, the default design **Slide Master** is shown at the top. Beneath that is the master for the **Title Slide** layout (used by slide **1**). The remaining slides show all the masters for all other available layouts.*

3. Click the **INSERT** tab and select **Text Box**.
4. Click and drag the mouse to create a text box on the right side of the master slide, as shown below.
5. Type **This text may appear on every slide**.



6. Select **Normal** view. The text entered on to the master slide appears on every slide. It may be obscured by other material on the slide (it is better to create the master slide before adding material to the individual slides).
7. Go into **Slide Master** view and ensure the main **Slide Master** (the top slide) is selected on the left. Select **Click to edit Master title style**. Use the **HOME** tab to format the title so that it is centre aligned and underlined.
8. Return to **Normal** view. All the slides titles now have this formatting.

Driving Lesson 37 - Continued

9. Return to the **Slide Master** and click on the text in the textbox created earlier. Click on the edge of the text box to select it and press <**Delete**>.

10. To insert an imported object on the master slide, display the **INSERT** tab and click on **Pictures**.

11. Ensure that the location of the supplied data files is displayed at the top of the **Insert Picture** dialog box. Select the picture **Photo** and then click **Insert**.

12. Resize the photo by clicking on one of the corners (the cursor should change to ↖↘) and dragging inwards until it is about half its original size.

13. Move it to the bottom right corner by clicking in the centre (the cursor should change to) and dragging.

Working with objects in PowerPoint *will be covered in more detail in the next Section.*

14. In **Normal** view, notice that the photo appears on every slide in the presentation.

15. To remove the photo, return to the **Slide Master** slide, click on the photo to select it and press <**Delete**>.

16. To change the background colour of all slides, click the **Background** dialog box launcher and select **Solid fill**.

17. Click **Color** and select a green square.

18. Close the **Format Background** pane and switch to **Normal** view. As the change was applied to the **Slide Master**, all slide backgrounds have changed.

*In **Normal View**, this process would only change the background of the selected slide. It would be necessary to select **Apply to All**.*

19. Close the presentation without saving.

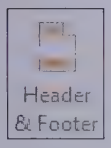
Driving Lesson 38 - Headers & Footers

Park and Read

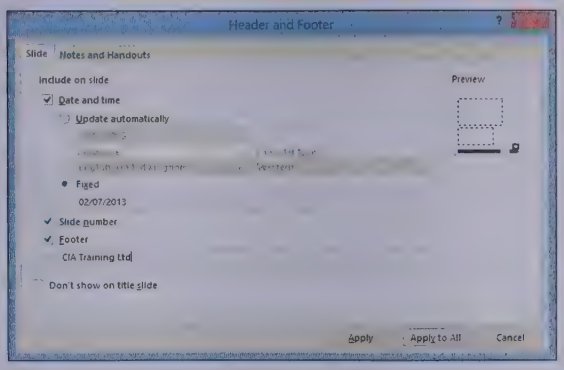
Headers and **Footers** are items of information that appear at the top and/or bottom of every slide (or notes and handouts). This information usually consists of the date, the slide number and text such as your name. The date can be fixed or inserted as a field in a number of different formats.

Manoeuvres

1. Open the **CIA** presentation created earlier.
2. To apply a header and footer to slide **1** only, select it in **Normal** view, select the **INSERT** tab and click **Header & Footer**.



3. Make sure the **Slide** tab is selected in the dialog box.
4. Place a tick in the **Date and time** checkbox and select the **Fixed** option.
5. Type today's date in the **Fixed** date box in the format **DD/MM/YYYY**.
6. Tick the **Slide number** checkbox so that the slide will be numbered.
7. Tick the **Footer** checkbox and in the text box type **CIA Training Ltd**.



By default, all these fields will appear in the slide footer area although they can be repositioned manually.

8. Click **Apply** to apply only to the selected slide.
9. Look at slide **2** - there are no footers. Select slide **1** and select **Header & Footer** again.
10. This time select the **Update automatically** option. Click the drop-down arrow in the **Language** box and make sure **English (U.K.)** is selected.
11. Click on **Apply to All** this time to apply the information to all of the slides.
12. View the **Header and Footer**, switch to the **Notes and Handouts** tab and select to have **Page numbers** and a **Header** of **Compliments of CIA Training Ltd**. Click **Apply to All** to apply this to all the notes / handouts.
13. View the slides in **Slide Sorter** view, then in **Notes Page** view to observe the different headers and footers in each view.
14. Save the presentation and close it.

Driving Lesson 39 - Revision

Park and Read

At the end of every section you get the chance to complete one or more revision exercises to develop your skills and prepare you for your ECDL certification test. You should aim to complete the following steps without referring back to the previous lessons.

Manoeuvres

1. Open the presentation **Welcome**.
2. Change the main **Slide Master** to have the following formatting:

   Format the slide title fonts to **Tahoma**.

   Increase the title text size to **48 pt**.

   Change the first level bulleted text (Master text style) for each of the slides to **24pt** and make them bold.

   Using the line spacing option format the bulleted lists on all slides to have **1.5 line spacing**.

   Click away from the **Content** area and insert a text box in the lower right corner with the text **Certified Organic**.
3. Select slide **2**, format the bullets using an arrow character of your choice.
4. On slide **3** change the bullets to numbers.
5. Use the **Undo** command to undo the last action.
6. Use the **Redo** command to restore the numbers.
7. On slide **2** select the bullet **Founded in 1985…** and cut it from the list.
8. Paste the text at the bottom of the list as a new bulleted line. Delete any blank bulleted lines that may remain.
9. Create a new **Title and Content** slide at the end of the presentation with a title of **History**.
10. With the **Clipboard** task pane open, copy both the text **Founded in 1985…** from slide **2** and the third bullet from slide **3**.
11. Paste the last 2 copied items to make 2 bullet points on the **History** slide.
12. Ensure the same bullets are applied to both lines.
13. Run the slide show from slide **1**.
14. Save the presentation as **Welcome2** and close it.

Driving Lesson 40 - Revision

Manoeuvres

1. Open the presentation **Garage**.
2. In **Normal** view, add a **Animation** effect of **Fade** to the both the title and the text box below the title.
3. Select each car manufacturer's name in turn and apply an **Animation** effect of **Wipe**.
4. Apply an **Animation** effect of **Fly In** to all other objects.
5. Run the slide show. Click the mouse to start each effect.
6. Remove the effects from each car manufacturer's name.
7. Save the presentation as **Open Day** and close it.

*Now complete the **Record of Achievement Matrix** at the back of the guide. You should only move on when confident with the topics and features described in this section.*

Section 4
PowerPoint Objects

By the end of this section you should be able to:

Insert and Modify an Organisation Chart

Move, Resize and Copy Objects

Insert and Animate Images

Insert a Chart

Use Drawing Tools and Shapes on Slides

Select, Rotate and Flip Objects

Arrange and Distribute Objects

Change Object Colours

Work through the **Driving Lessons** in this section to gain an understanding of the above features.

For each **Driving Lesson**, read all of the **Park and Read** instructions and then perform the numbered steps of the **Manoeuvres**. Complete the **Revision** exercise(s) at the end of the section to test your knowledge.

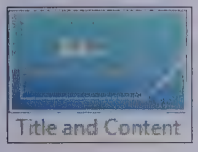
Driving Lesson 41 - Organisation Charts

Park and Read

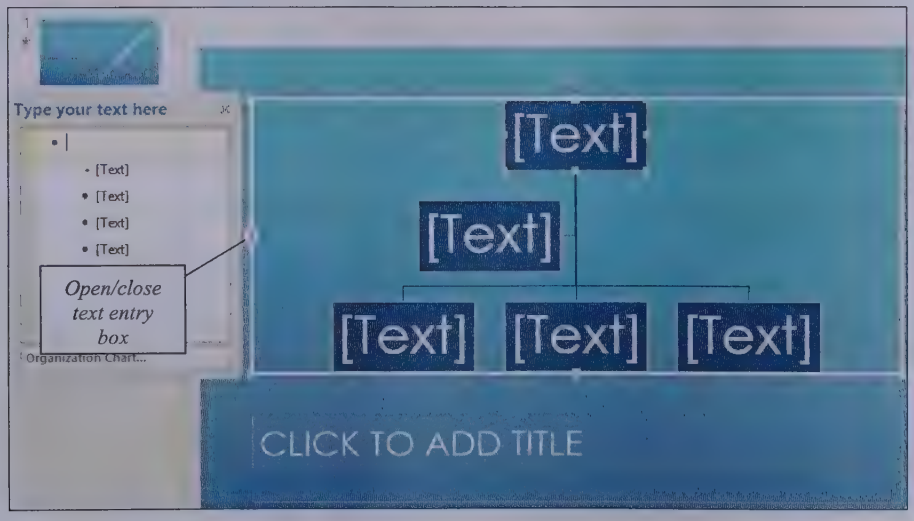
Slides in a presentation can include various objects which, although easy to insert, result in an impressive show. In a company presentation, it is often a good idea to insert an organisation chart to show the company's structure.

Manoeuvres

1. Open the **CIA** presentation which was saved in the previous section. If the previous section has not been completed, open the **Section4** presentation and save it as **CIA**.
2. Insert a new slide after slide **2** using the **Title and Content** layout.



3. Click **Insert a SmartArt Graphic**, , on the slide to display the **Choose a SmartArt Graphic** dialog box.
4. Look at the diagrams available. Select **Hierarchy** from the left, choose the **Organization Chart** and click **OK**.

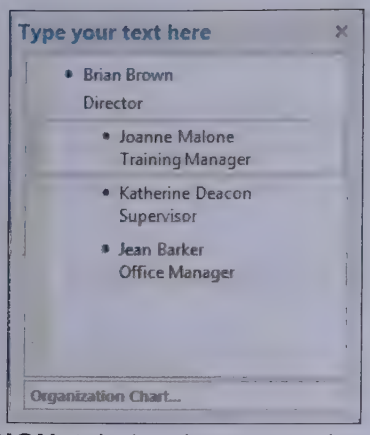


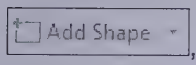
5. Click the small arrow, , at the left of the chart to close the text entry box for now. Add the slide title **Company Structure** and centre it.
6. Click on the organisation chart to select it, then click in the top box and type **Brian Brown**, press <**Enter**> and type **Director**.
7. Click in a blank part of the next box down to select it. Make sure the box is selected (the box outline will be a solid line) not the text content.
8. Press <**Delete**> to remove the box from the structure.

 © CiA Training Ltd 2013

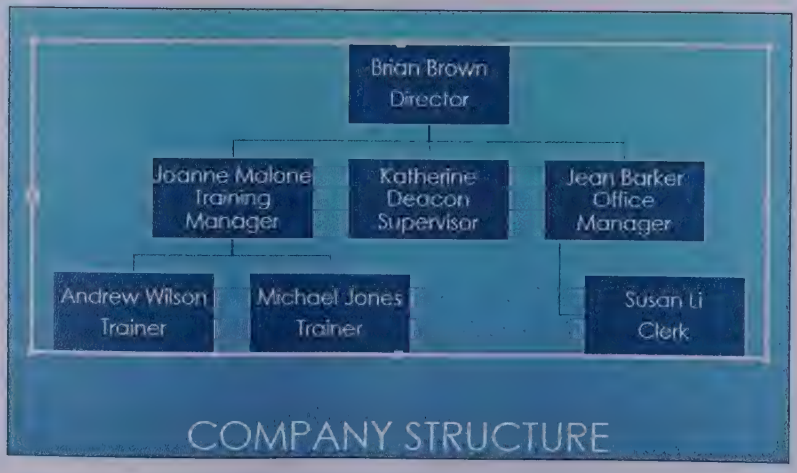
Driving Lesson 41 - Continued

9. Text can also be entered using the text entry box. Click the button on the left border of the chart to display it.



10. Click on the next level down in the text entry box and type **Joanne Malone**. Hold down <**Shift**>, press <**Enter**> and type **Training Manager**.
11. Similarly, enter details for **Katherine Deacon**, **Supervisor** and **Jean Barker, Office Manager** into the next two bullet points.
12. Make sure the **SMARTART TOOLS - DESIGN** tab is shown on the **Ribbon** then select the shape for **Joanne Malone** on the chart.
13. Click the drop-down arrow on **Add Shape**, 

, from the **Create Graphic** group and select **Add Shape Below**.
14. A subordinate box is created linked to **Joanne's**. Click in the new box and enter **Andrew Wilson, Trainer**.
15. Select the **Joanne Malone** shape, click the **Layout** button from the **Create Graphic** group, and select **Standard** to change the layout.
16. Select the **Andrew Wilson** shape and select **Add Shape After**. Another box is added at the same level (co-worker). Enter **Michael Jones**, **Trainer**.
17. Add **Susan Li**, **Clerk** as a subordinate (**Add Shape Below**) to Jean Barker.



18. Look at the text entry box to see how the structure is represented there, then use the ☒ button to close it. Leave the presentation open for the next lesson.

Driving Lesson 42 - Modify Organisation Chart

Park and Read

It may be necessary to delete, move or resize an object after placing it on a slide. All objects can be resized or repositioned so that they occupy the correct amount of space and position.

Manoeuvres

1. With slide **3** in **Normal** view, make sure the organisation chart is selected by clicking on it once. A border should appear around it.
2. Click and drag the chart handles (on the corners and centre of each border edge) to resize the chart area. Drag any corner handle slightly inwards to reduce the chart size.
3. Move the mouse pointer over the chart border, then click and hold the mouse button down. Drag the chart around the slide (a faint outline of it should be visible). Release the mouse button to drop the chart.
4. **Jean Barker** now has an assistant, Use **Add Shape** and **Add Assistant** to add the box then enter the details **Neera Singh**, **Accounts**.
5. **Joanne Malone** has left and been replaced by **Eileen Dover**. Select the text **Joanne Malone** in the box and replace it with **Eileen Dover**.
6. **Michael Jones** has left and not been replaced. Click on the edge of his shape (make sure there is a solid border) and press <**Delete**>.
7. Click on the edge of the shape for **Susan Li** (make sure there is a solid border). Right click and select **Cut** from the shortcut menu.
8. Select the **Andrew Wilson** shape (solid border), right click and select the **Paste** option, **Keep source formatting**. **Susan Li** is now positioned alongside **Andrew Wilson**, both reporting to **Eileen Dover**.
9. With **Susan Li's** shape still selected, click

from the **Create Graphic** group. **Susan Li** is now reporting directly to **Brian Brown**.
10. Click **Demote** from the **Create Graphic** group and **Susan** reports to **Eileen Dover** again.
11. Move the mouse over the available **Layouts** and **SmartArt Styles** on the **Ribbon** to view how the organisation chart could be changed.
12. Select a different **Style**.
13. Click **Reset Graphic** to revert to the original layout.
14. Save the presentation and leave it open.

Driving Lesson 43 - Inserting Images

Park and Read

PowerPoint has a useful **Clip Gallery** where images and symbols can be chosen for insertion on a slide.

Due to the large number of graphics available with Office 2013 they are stored online. If graphics used in the following Driving Lessons are unavailable, replace the specified graphic with an alternative.

Manoeuvres

1. Using the presentation from the previous Driving Lesson, view slide **3** in **Normal** view and use the **New Slide** button to insert a new **Title and Content** slide (**4**).
2. Add the slide title **An Example Of Clip Art** and centre it.
3. Click the **Online Pictures** icon, , in the centre of the slide, to add **Clip Art**. The **Insert Pictures** dialog box is displayed. There may be a delay as the images load.
4. Enter **cars** in the **Office.com Clip Art** search box and press <**Enter**>. Only pictures that meet the search criteria are displayed.

5. Click on any picture from those displayed and click **Insert**. The picture is now inserted on the slide (and the **FORMAT** tab appears on the **Ribbon**).

*Clip Art can be added to any slide layout using the **INSERT** tab and selecting the **Online Pictures** button.*

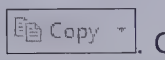
6. Leave the presentation open.

Driving Lesson 44 - Manipulating Images

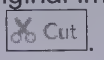
Park and Read

Images can be copied, moved, resized and deleted.

Manoeuvres

1. The picture will probably already be selected, i.e. have handles visible. If not, click once on it to display the handles.
2. Practise resizing the picture by clicking and dragging on the handles. Click and drag the corner handles to maintain the correct proportions of the picture.
3. Hold down the <**Ctrl**> key and then click and drag one of the handles. This time, the picture is resized about its centre.
4. Practise moving the picture. Hold down the <**Shift**> key as the picture is dragged to move the image either horizontally or vertically.
5. Display the **HOME** tab then select the picture and click on the **Copy** button, 

. Click **Paste**,

, to create another copy of the picture on the same slide. Move them apart by clicking and dragging.
6. To delete the copied picture, click on it and press <**Delete**>.
7. To move the original image to another slide, select the image and click on the **Cut** button, 

.
8. View slide **2** and click on the **Paste** button,

, to place the image on this slide.
9. Delete this slide from the presentation by switching to **Slide Sorter** view. Right click on slide **2** and select **Delete Slide**.
10. View slide **3** (Clip Art) in **Normal** view and select **Layout** from the **Slides** group on the **HOME** tab. Select the **Title Only** layout and change the title to **New Clip Art**.
11. Now click on **Paste** to paste the picture on to this slide.
12. Open the **Garage** presentation and insert a new blank slide. Click **Paste** to paste the image to this presentation.

Images can be copied or moved between presentations in this way.

13. Close the **Garage** presentation without saving and leave the **CIA** presentation open for the next lesson.

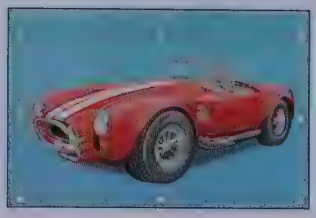
Driving Lesson 45 - Animating Images

Park and Read

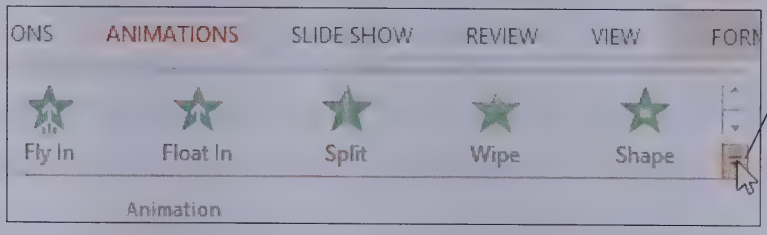
Animation effects have been applied to text earlier, but they can also be applied to images.

Manoeuvres

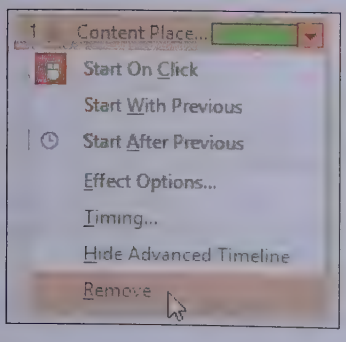
1. With slide **3** of the presentation on screen select the clip art image by clicking on it.



2. To animate the image, select the **ANIMATIONS** tab and click the **More** button on the **Animation** group to display more options.



3. Select the **Entrance** effect **Fly in** (it may be necessary to select **More Entrance Effects** and click **OK** first).
4. Click the **Animation** dialog box launch button and from the **Effect** tab select a direction of **From Right.**
5. Click the **Timing** tab and select a duration of **5 seconds (Very Slow).**
6. Click **OK** to see the effect.
7. To change the animation, select the picture and choose a different effect.
8. To remove the animation, click the **Animation Pane** button to display the **Animation Pane** at the right of the screen. Click the drop-down arrow next to animation **1** and select **Remove**.
9. Close the **Animation Pane**.
10. Save the presentation and leave it open for the next lesson.



Driving Lesson 46 - Tables

Park and Read

There are various ways to present data in *PowerPoint*. Tables often provide a clearer way than text to present numerical data.

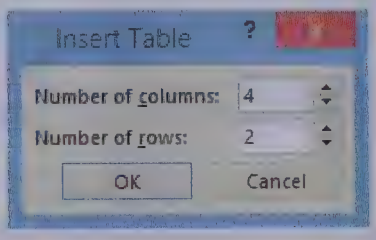
Manoeuvres

1. Create a new slide at the end of the presentation based on the **Title and Content** slide layout. Enter the title **Sales Table**.

2. Click the **Insert Table** icon in the centre of the slide.

*Alternatively, use the **Insert Table** button from the **INSERT** tab.*

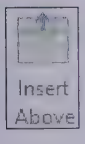
3. From the **Insert Table** dialog box, select **4** columns and **2** rows.



4. Click **OK** and enter the following data into the table, pressing **<Tab>** to move from cell to cell or **<Shift Tab>** to move back a cell.

2009	2010	2011	2012
255,000	289,000	364,000	380,000

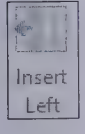
5. There is more data to add to the table. To insert a new row, click in the second row. Display the **TABLE TOOLS – LAYOUT** tab.



6. From the **Rows and Columns** group, click on the **Insert Above** button.

7. In the new row **2**, enter the following figures: **350,000**, **439,000**, **424,000** and **475,000**.

8. These figures are fairly meaningless at the moment – a column of labels should be inserted at the left. Click in the left column. Select the **LAYOUT** tab again, if not already selected, and then click on the **Insert Left** button.



9. The table should automatically resize to fit the slide.

10. In row **1** of the new column, enter **Year**. Below, enter **Turnover** and on the bottom row, **Profit**.

Driving Lesson 46 - Continued

11. Edit the **2010 Turnover** figure **439,000** to **389,000** by clicking on the cell and making the change.

Year	2009	2010	2011	2012
Turnover	350,000	389,000	424,000	475,000
Profit	255,000	289,000	364,000	380,000

12. Position the cursor just to the left of the first cell in the top row until it becomes a black arrow.

Year	2009	2010	2011
Turnover	350,000	389,000	424,000

13. Click to select the whole row. Click the **Center** button from the **Alignment** group. All cells in the row are centred.

14. Position the cursor just above first cell in the top row and click to select the whole column. Click the **Center** button to centre the whole column.

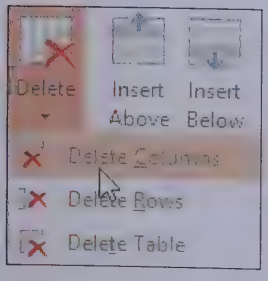
*A table selection can also be made by placing the cursor within the table and from the **LAYOUT** tab, click the **Select** button in the **Table** group, then choose from **Select Table**, **Select Column** or **Select Row**.*

15. Move the cursor over the divider between rows **2** and **3** until it becomes ⇕. Click and drag down to increase the height of the second row until it is around twice its original height. Repeat this for the bottom row. Make sure the table is not selected when resizing rows or you may move it.

The same method can be used to resize the column widths.

*Alternatively, place the cursor within the table and from the **Cell Size** group on the **LAYOUT** tab and use the spinner to increase the **Table Row Height** or **Table Column Width**.*

16. It has been decided that the **2009** column is no longer required. Click in the column and then from the **Layout** tab, click on the **Delete** button, then **Delete Columns**.



*Rows are removed in a similar way by selecting the row/s and then the **Delete** button then clicking **Delete Rows**.*

17. There is probably a better way to present data like this – as you will see in the next lesson. Click on the table border to select the whole table and then press <**Delete**>.

18. Delete the slide and leave the presentation open for the next lesson.

Driving Lesson 47 - Spreadsheets

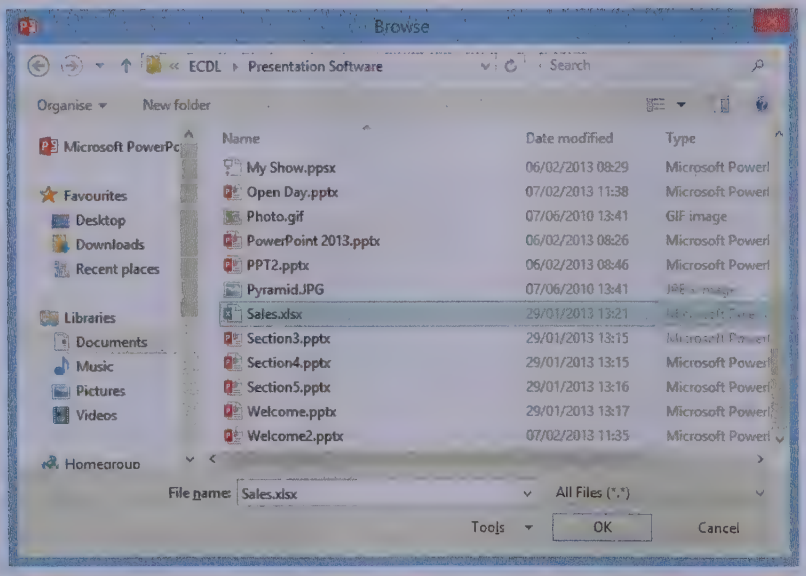
Park and Read

Spreadsheets are a better way to present numerical, tabular data. A spreadsheet file can be inserted directly into a presentation.

Manoeuvres

1. Create a new **Title Only** slide at the end of the presentation.
2. Add the title **Spreadsheet Extract**.
3. To insert data from a spreadsheet, select the **INSERT** tab then click on the **Object** button from within the **Text** group.

4. From the **Insert Object** dialog box, select **Create from file** and then click **Browse...**
5. Locate the data files for this guide and select the file **Sales.xlsx** (make sure **Files of type** shows **All Files**).



6. Click **OK** and then **OK** in the **Insert Object** dialog box to insert the spreadsheet extract.
7. Make the extract bigger and move it to the centre so that the slide looks something like the one on the right.

8. Save the presentation and leave it open for the next lesson.

Driving Lesson 48 - Charts

Park and Read

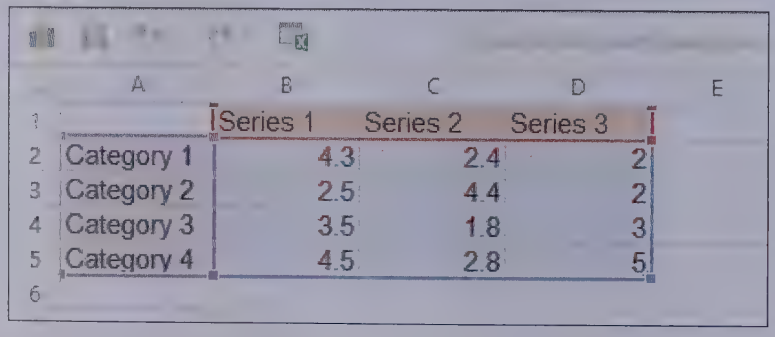
You can insert charts into a presentation. Sometimes a chart makes figures easier to understand.

Manoeuvres

1. Create a new **Title and Content** slide at the end of the presentation.
2. Enter the slide title **Chart** and click on the **Insert Chart** icon on the slide. The **Insert Chart** dialog box is displayed showing the available chart types. Click **OK** to accept the default type of **Clustered Column**.

*A chart can be inserted on to a slide with a different layout by clicking the **Chart** button on the **INSERT** tab.*

3. A new spreadsheet window is displayed at the bottom of the screen showing a sample set of data. The slide with a sample chart, based on the data, is shown above.



	A	B	C	D	E
1		Series 1	Series 2	Series 3	
2	Category 1	4.3	2.4	2	
3	Category 2	2.5	4.4	2	
4	Category 3	3.5	1.8	3	
5	Category 4	4.5	2.8	5	
6					

4. The spreadsheet can be edited to the user's specification by changing figures, titles, etc. Rows and columns can be added or removed. In the spreadsheet, click on **Series 1** and overtype it with **Word**.
5. Replace **Series 2** with **Excel** and **Series 3** with **Access**.
6. Close the datasheet window using its **Close** button. Observe the effect.
7. Leave the **Chart** slide on screen for the next lesson.

Driving Lesson 49 - Formatting Charts

Park and Read

There are various buttons on the **CHART TOOLS - DESIGN** tab that can be used to change a chart's appearance. This tab will only be available when a chart is selected.

Manoeuvres

1. The chart created in the previous lesson will still be selected. Move the mouse around the chart to display **ToolTips,** which indicate the area of the chart beneath. Use this method to locate the **Plot Area**, which is the back wall of the chart. Click to select it.

*On **3-D** charts, the **Plot Area** is replaced by **Back Wall, Side Wall** and **Floor**.*

2. Display the **FORMAT** tab and click **Shape Fill**. Select **Yellow** from **Standard Colors** to colour the area. Notice there are also options to apply **Picture**, **Gradient** or **Texture** effects.

3. Right click on the **Plot Area** to display a shortcut menu for that area. Select **Format Plot Area** and from the **Format Plot Area** pane click on **FILL** to expand it (if it is not already).

4. Select **Picture or texture fill**. Click the **Texture** button, , and select **Blue tissue paper**. Close the pane.

5. Use **ToolTips** to locate the **Word** data series (the data columns for **Word**). Right click and select **Format Data Series**.

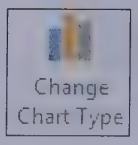
6. From **SERIES OPTIONS** in the pane, click **Fill & Line**, , select **Solid fill**, then click the **Color** button. Select a dark red colour from **Standard Colors** and close the pane. Alternatively, use the **Shape Fill** button to colour the series as before.

7. Right click on the text **Category 1** (horizontal axis). A shortcut menu appears. Select **Font** and use the dialog box to change the font to **Times New Roman** and **Bold Italic**. Click **OK**.

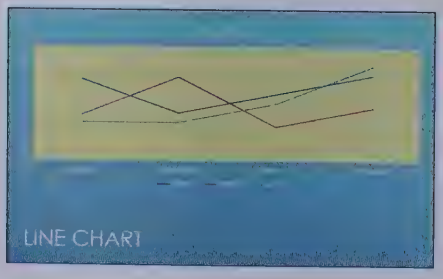
8. Select the **DESIGN** tab. Click the **Edit Data** button (not the drop-down arrow). The datasheet window is re-opened.

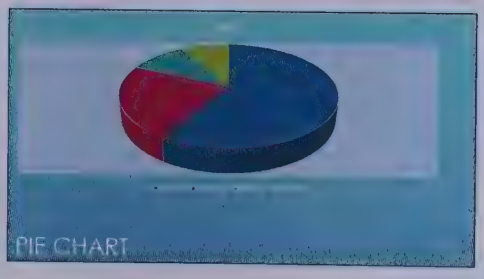
9. Change the **Word** figures for **Category 1** from **4.3** to **5.2**. Press **<Enter>**. The change is reflected immediately in the chart. Close the data window again.

Driving Lesson 49 - Continued



10. Click **Change Chart Type** to display the **Change Chart Type** dialog box. From the list at the left, click on each chart type in turn. A list of each chart's sub-types is displayed at the top.
11. Select the **Bar** chart type then **Clustered Bar** and click **OK**.
12. Select some different **Chart Styles** from the **Ribbon** (more are available using the drop-down arrow).
13. Finally choose **Style 10** (use **ToolTips** to locate it).
14. Insert another new **Title and Content** slide at the end of the presentation. Insert a **Line chart** (first subtype) and use the default data.
15. Close the data window and then change the slide title to **Line Chart**.
16. Create another **Title and Content** slide at the end of the presentation, this time inserting a **Pie chart** type (second subtype, **3-D Pie**). Notice that only one data series is created for the pie chart. Close the data window.
17. Change the slide title to **Pie Chart**.
18. Using the methods learned earlier, change the colour of the **Plot Area** of the **Line chart** to pale green and of the **Pie chart** to pale blue.





19. On the **Pie chart**, click on the "**Pie**" itself to select the **Data Series**, then click again on a single slice to select the individual **Data Point**. Right click and select **Format Data Point**.
20. Click **Fill & Line**, then **Solid fill**, then click the **Fill Color** button. Select a dark red colour and close the pane. The colour of one slice is changed.
21. From the **Slides** pane in **Normal** view, select the **Bar chart** slide to select it and then hold down the <**Shift**> key.
22. Still holding down <**Shift**>, click on the **Pie chart** slide. The three chart slides are now selected. To delete these new slides, press <**Delete**>.
23. Click **Undo** on the **Quick Access Toolbar** to bring back the slides.
24. Save the changes to the presentation and leave it open for the next lesson.

Driving Lesson 50 - Adding Chart Labels

Park and Read

Titles can be added to charts to identify specific areas. You can also add data labels to show precise values or percentages for each data series in the chart (only pie charts can show percentages).

Manoeuvres

1. On slide **5**, click on the bar chart to select it. Display the **CHART TOOLS - DESIGN** tab.
2. Click **Change Chart Type**, select the second **Bar chart** sub type **Stacked Bar** and click **OK**.
3. Select the chart then the **CHART TOOLS - DESIGN** tab. Click **Add Chart Element** and select **Data Labels**. A position list is displayed from which to choose. However, for more options, select **More Data Label Options**. Note that the **Values** are displayed by default.
4. Click **Label Position**, , from the pane at the right and, under **Label Options**, select the **Inside End**. Observe the effect.
5. A chart title is above the chart; edit the text to **UK Regions**.

*To add a title click **Add Chart Element** | **Chart Title** and choose the position.*

6. Select the **Pie** chart on slide 7 and right click on one of the pie segments. Select **Add Data Label** then **Add Data Label** again.
7. Right click again and select **Format Data Label**. From **Label Options** in the pane, click **Percentage** to add percentage labels and click **Value** to remove the values. Close the pane to see the effect.
8. Save the presentation and leave it open for the next lesson.

 © CiA Training Ltd 2013

Driving Lesson 51 - Drawing & Objects

Park and Read

The **Shapes** tools from the **Drawing** group on the **HOME** tab allow drawings to be made directly onto a slide.

Objects can be drawn by clicking on the appropriate button and then clicking and dragging on the slide. All objects have **handles**, similar to clip art, which can be used to reshape and resize the drawing.

Manoeuvres

1. In the **CIA** presentation, select the **HOME** tab and create a new, **Title Only** slide after the existing slides.
2. Enter the title **Drawing**.
3. View **Shapes** in the **Drawing** group to reveal the available shapes that can be drawn. These are grouped into various categories such as **Lines**, **Basic Shapes**, etc.
4. From **Lines**, click the **Line** button, , then click and drag a line on the slide.
5. In a similar way, draw a rectangle and an oval anywhere on the slide.

Solid shapes may be filled with a colour by default.

6. Hold down <**Shift**> while drawing an oval to create a circle.
7. Hold down <**Shift**> while drawing a rectangle to create a square.
8. To draw a freeform line, from **Lines**, click **Freeform**, .
9. Click and hold down the mouse and drag to create a curving line. Double click to complete the freeform line.
10. Draw a block arrow from **Block Arrows**.
11. Leave the presentation open for the next exercise.

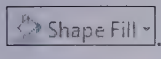
Driving Lesson 52 - Formatting Drawn Objects

Park and Read

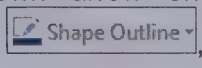
The buttons located within the **FORMAT** tab – which appears on the **Ribbon** when a drawn object is selected – allow changes to be made to objects.

Manoeuvres

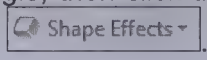
1. Click on the oval drawn in the previous exercise to select it. The shape gains handles around it and the **DRAWING TOOLS - FORMAT** tab is displayed.

2. Click on the drop-down arrow on the **Shape Fill** button, 

. Choose a new colour from the options.

3. Change the line colour by clicking on the drop-down arrow on the **Shape Outline** button, 

, and selecting a colour.

4. Now select a rectangle, then click the **Shape Effects** button, 

. Select **Shadow**.

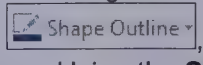
5. From the grid displayed, use **Tooltips** to find **Offset Left**. Click the button to apply the shadow (it is a subtle effect).

6. Move the rectangle – the shadow moves with it.

7. Open the **Shapes** drop-down and select **Text Box** from **Basic Shapes**.

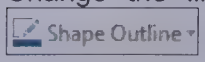
8. Click and drag with the tool to draw a small rectangular text box. The typing cursor will be flashing at the left of the box.

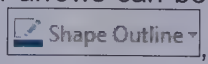
9. Type the text **Special Offer - Today Only**. The box will enlarge to take the text if necessary.

10. Select the straight line drawn previously and change its thickness by clicking 

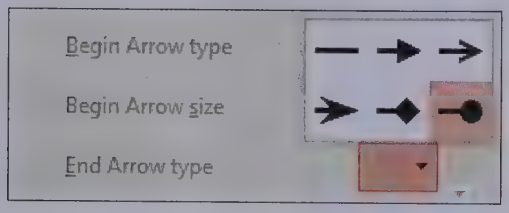
, selecting **Weight** and choosing from the one of the options. Using the **Shape Outline** button, change its colour to black.

Driving Lesson 52 - Continued

11. With the line still selected, click and drag to move it around on the slide.
12. Change the line to an arrow by first selecting it and then clicking 

and then **Arrows**.
13. Choose the double ended arrow option (**Arrow Style 7**).
14. The start and end style of arrows can be changed. Make sure the arrow line is selected and click 

, select **Arrows** and then **More Arrows**.
15. From **End Arrow type** within the pane at the right, choose the **Oval Arrow**. Observe the effect.



16. From **Begin Arrow type** choose the **Diamond Arrow**. Observe the effect.
17. Close the pane.
18. Any shape can become a text box. Right click on a square and select **Edit Text** from the shortcut menu. A cursor flashes in the shape.
19. Type your first name into the square. Click outside the shape to complete the process.

You can also simply start typing to enter text into a shape.

20. Add your name to a block arrow, a rectangle, an oval and a circle.
21. Leave the presentation open for the next lesson.

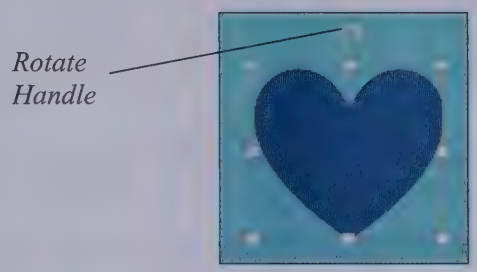
Driving Lesson 53 - Rotate or Flip Objects

Park and Read

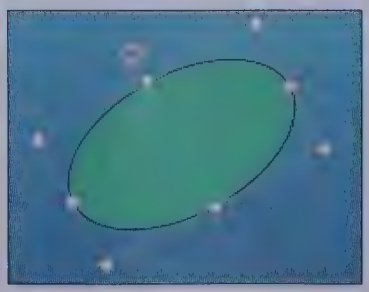
Any drawn object can be rotated or flipped.

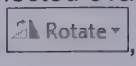
Manoeuvres

1. Using the **Drawing** slide, view the **Shapes** that can be inserted (use **Insert Shapes** if the **DRAWING TOOLS – FORMAT** tab is displayed).
2. Click on the **Heart** shape from **Basic Shapes**, then click and drag on the slide to draw a heart. As well as the white sizing handles each object has a **Rotate** handle.



3. Move the mouse pointer over the **Rotate** handle of the heart. The cursor changes to .Click and drag. The object rotates about the centre.
4. Try rotating the object whilst holding down <**Shift**>. The object rotates in fixed steps.
5. Select or draw an oval.
6. Rotate the oval so it is at an angle, similar to that shown below:



7. To flip the selected oval, click the **FORMAT** tab. From the **Arrange** group, click **Rotate**, 

, and select **Flip Vertical**.
8. Try rotating and flipping some other objects. Flipping symmetrical objects such as circles and squares will not produce any visible effects. Leave the presentation open for the next lesson.

 © CiA Training Ltd 2013

Driving Lesson 54 - Manipulating Objects

Park and Read

Click and drag an object to move it around a slide (or cut and paste it to move it between slides). Click and drag the handles of any object to change its size.

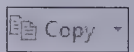
Objects can also be cut/copied/pasted to another presentation.

Manoeuvres

1. Move to the **Chart** slide and click once on the chart to select it. To resize the chart, move over the top right handle until the cursor changes, . Click and drag inwards to reduce the size of the chart.
2. Use the same handle to click and drag outward until the chart is slightly larger but not filling the slide.
3. Move the cursor over the chart, , and drag it to a new position on the slide.
4. Move it back to its original position.
5. With the chart still selected, click

to remove it. Open the **Marketing** presentation and create a new **Blank** slide at the end.
6. To move the chart to this presentation, click

.
7. The chart should be selected; if not click on it once. Press <**Delete**> to delete it.
8. Use the **Taskbar** to move to the **CIA** presentation and the **Chart** slide, then click

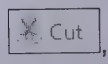
to replace the chart in its original position.
9. Now click 

to duplicate the chart (notice the original is untouched).
10. Create a new **Blank** slide at the end of the presentation and click **Paste** to copy the chart here.
11. Move back to the **Marketing** presentation and select the last slide.

Driving Lesson 54 - Continued

12. Paste the chart again on the blank slide. Delete the chart and move back to the **CIA** presentation.

13. Select the **Drawing** slide and select any square/rectangle. Resizing and moving is the same for all objects. Click and drag a corner handle outward to make the object bigger.

14. With the object selected, click the **Cut** button, 

, and move to the **Marketing** presentation. Click

to paste the drawn object on the last slide.

15. Select and then delete the object in the same way as deleting a chart.

16. Move back to the **CIA** presentation and the **Drawing** slide. Select any drawn object.

17. Copy it, and then paste it into the blank slide at the end of the **Marketing** presentation. Use the **Smart tag** to **Keep Source Formatting**.

18. Close the **Marketing** presentation without saving and leave the **CIA** presentation open.

 © CiA Training Ltd 2013

Driving Lesson 55 - Arranging Objects

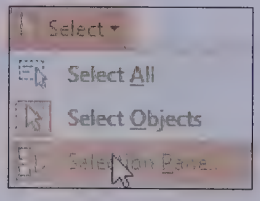
Park and Read

Objects on a slide can be thought of as pieces of overlaying paper; they sometimes overlap, covering important information. The ordering of objects can be changed if necessary by moving them backward or forward.

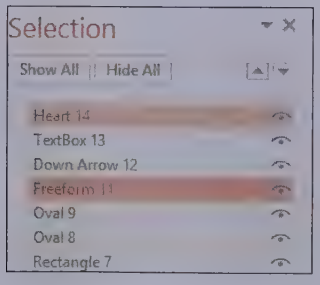
Manoeuvres

1. Using the **Drawing** slide, click on any object. Press **<Shift>** and select another object. Both objects will be selected and any formatting will be applied to both objects. Click and drag a corner handle on one of the objects and both will be equally resized. Click away to deselect them.

2. From the **Editing** group on the **HOME** tab, click on **Select** and then **Selection** pane.

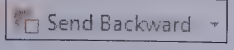


3. From this pane, select one of the object names. Notice how the handles appear. Hold down **<Ctrl>** and click on another object name, in the pane. Handles will appear on that object too.



4. Move one shape slightly to the left - all of the selected objects move. Click away from the objects to deselect them and close the **Selection** pane

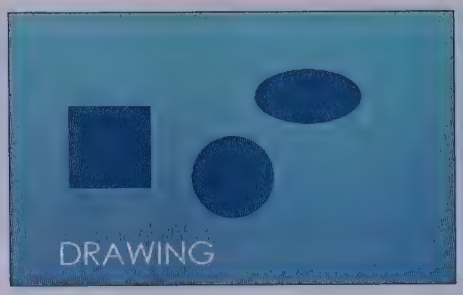
5. Move several of the objects on the slide so that they are **on top** of each other (overlapping).

6. Select the object that is on top of the others. Select the **FORMAT** tab. Click the drop-down arrow on **Send Backward**, 

7. Select **Send to Back** from the list displayed. The object will now be **under** the others.

Driving Lesson 55 - Continued

8. Click Bring Forward to bring the object back to the top (you may have to use several clicks).
9. Practise using the **Back/Front** and **Forward/Backward** options within **Arrange** to rearrange objects. Notice the difference between bringing an object forward and bringing it to the front.
10. Delete all objects on the slide and draw a square, a circle and an oval. Move them to random positions similar to that shown below.



11. To align the objects to the top of the slide, first select them all.
12. Display the **DRAWING TOOLS - FORMAT** tab. From **Arrange** click Align make sure that **Align Selected Objects** is selected.
13. Select **Align Top** from the **Align** options (redisplay if necessary). All the objects are aligned with the top edge of the highest object.
14. Select **Align** then **Align to Slide**.
15. Select **Align** then **Align Top**. The objects are aligned with the top edge of the slide.
16. To align the objects to the right, select **Align** and then **Align Right**. The objects should now be on top of each other.
17. From **Align**, select **Distribute Vertically**. The objects are distributed evenly over the vertical edge of the slide.
18. Use the **Align** button to align the objects to the left of the slide.
19. Now align them at the bottom of the slide and then distribute them horizontally.
20. Finally, use **Align Middle** to line up the objects across the middle of the slide.

*Any objects, i.e. drawn objects, **Clip Art** pictures, or images from file can be manipulated in this way.*

21. Click away from the objects to deselect them and leave the slide on screen.

 © CiA Training Ltd 2013

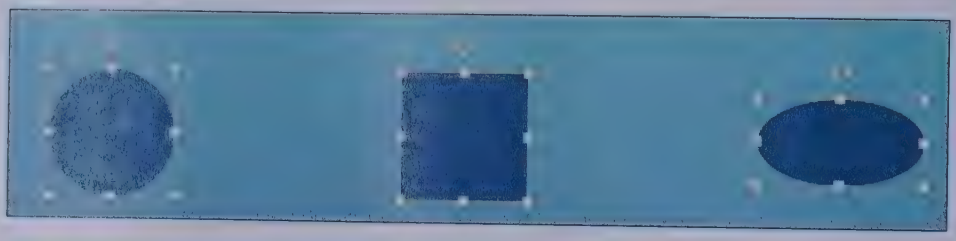
Driving Lesson 56 - Grouping Objects

Park and Read

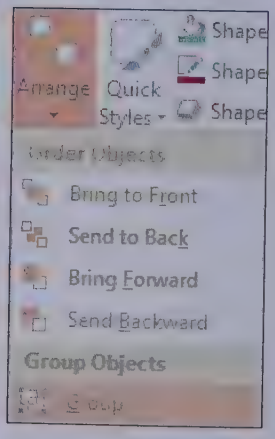
Objects can be grouped; this allows them to be treated as a single object.

Manoeuvres

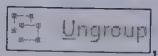
1. Click on the object at the left. To group the objects, hold down **<Shift>** and click on the others in turn.



2. Click on the **Arrange** button on the **HOME** tab and select **Group** from the drop-down menu, as on the right. The selected shapes become one object.



__Group__ can also be found on the __DRAMING TOOLS FORMAT__ tab in the __Arrange__ group.

3. Try moving one object – notice how they all move.
4. Use the single rotate handle to rotate the grouped objects – see what happens.
5. Rotate the group back to their original position.
6. Click on the **Arrange** button again and then select **Ungroup**, 

to separate the objects. They can now be manipulated individually once again.
7. Deselect the objects and close the selection pane (if it is open).
8. Leave the slide on screen.

Driving Lesson 57 - Colours and Lines

Park and Read

Drawn objects (including text boxes) can have the colour of their lines and fills changed. The style of the line may also be changed.

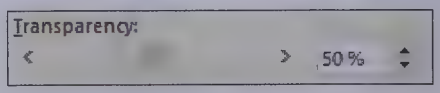
Manoeuvres

1. Using the **Drawing** slide from the previous Driving Lesson, right click on any of the objects on the slide and select **Fill**.

2. A list of colours and other options appears. **Theme Colors** suggest colours that are associated with this colour scheme. Select a green.

3. Click the **Fill** button again and select **More Fill Colors**. Display the **Standard** tab.

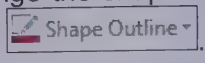
4. Change the **Transparency** setting to **50%** either by using the slider or the value box.



5. Click **OK**. Move the object over the slide title, **Drawing**. The text should still be visible through the shape.

6. Drag the object away from the title. Click **Shape Fill** and select **Texture**.

7. View the various effects available before choosing one of the available **Texture** options.

8. Change the shape outline, colour, weight and dash effects using options from 

.

9. Leave the presentation on screen for the next lesson.

 © CiA Training Ltd 2013

Driving Lesson 58 - Importing Images

Park and Read

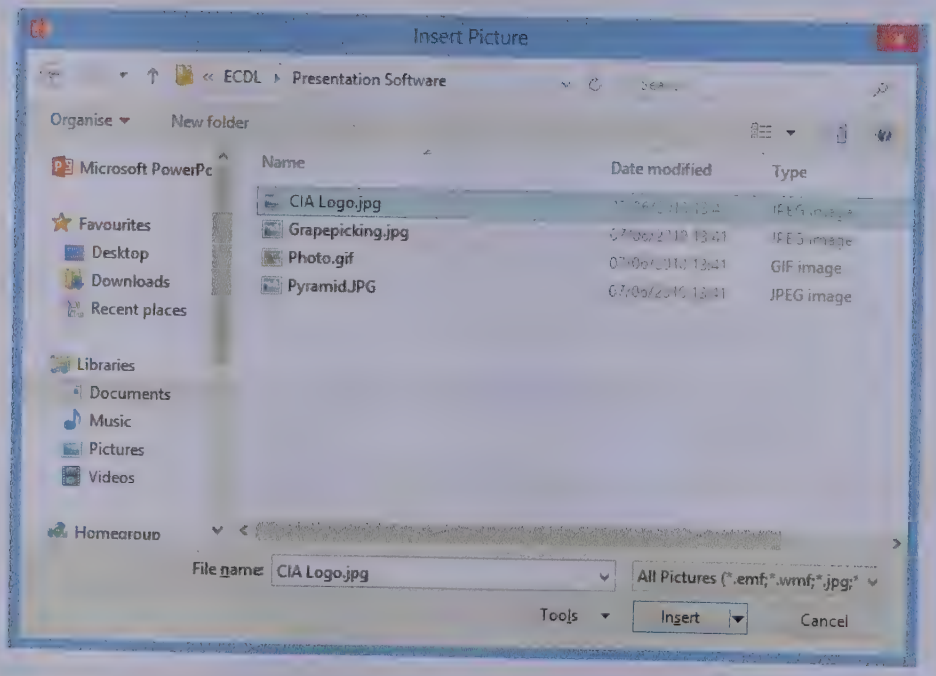
Images can be imported into *PowerPoint* from other files.

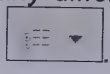
Manoeuvres

1. Using the presentation **CIA**, create a new **Blank** slide at the end ready to accept an imported picture.

2. To import an image from a file, select the **INSERT** tab and click **Pictures** to display the **Insert Picture** dialog box.

3. Display the contents of the supplied data folder and select the file **CIA Logo**.



*The **Insert Picture** dialog box can appear in many different views, which can be selected using the **Change your view** button,  . The view shown here is **Details**.*

4. Click **Insert**.

5. The image will be placed on the new slide and can then be enlarged and repositioned by clicking and dragging, the same as any other object.

6. Save the presentation and close it.

Driving Lesson 59 - Revision

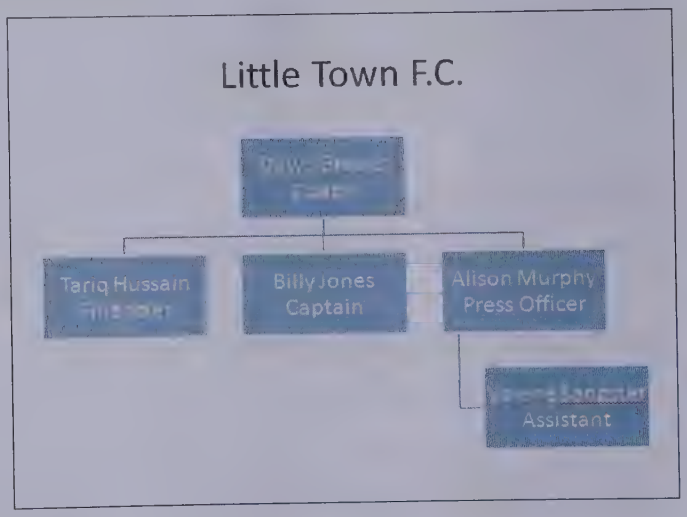
Park and Read

At the end of every section you get the chance to complete one or more revision exercises to develop your skills and prepare you for your ECDL certification test. You should aim to complete the following steps without referring back to the previous lessons.

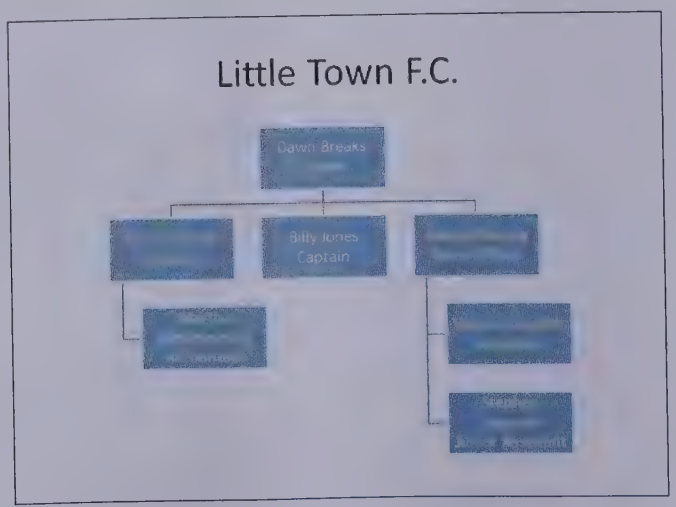
Manoeuvres

1. Using a new, blank presentation, create a new organisation chart with the title **Little Town F.C.**.

2. Create the chart below:



3. Now modify it to produce this chart layout:



 © CiA Training Ltd 2013

Driving Lesson 59 - Continued

4. Create a new blank slide.
5. Insert a picture from the online Clip Art gallery.
6. Place it on the slide. Insert a second image.
7. **Copy** and **paste** one of the images within the same slide.
8. **Resize** one of the images.
9. Create another new slide to contain a **Chart**.
10. Give it the title **My Chart** and insert a **pie chart** using the default data.
11. This chart is not appropriate for the data. Change the chart type to a **3-D Clustered Column**.
12. Change the colour of the chart walls (**Walls**) to light blue and the area around the chart (**Chart Area**) to green.
13. Change the colour of the data series to any colour scheme desired.
14. On a new blank slide import the image with the file name **Pyramid**. Resize as you see fit.
15. Create another new **Blank** slide and produce some drawings using the **Shapes** tools.
16. Save the presentation as **Examples** and close it.

Driving Lesson 60 - Revision

Manoeuvres

1. Create a new blank presentation and set the first slide to have the **Title and Content** layout.
2. Insert the title **Victoria's Wine Sales - Table**.
3. Insert a table with **5** columns & **4** rows.
4. Enter the information shown below into the table. Use the <**Tab**> key to move to the next cell when the data for a cell has been entered. Use <**Tab**> with <**Shift**> held down to move back one cell.

Red	120	112	142	374
White	280	247	228	755
Rose	98	90	87	275

5. If necessary change table style to achieve an appearance similar to that above.
6. Insert a column for **April** in the appropriate place. Enter the following figures: **Red 172**, **White 250**, **Rose 103**.
7. Correct the totals (546, 1005, 378).
8. Create a new **Title and Content** slide where a column chart is to be created. Enter the title **Victoria's Wine Sales - Chart**.
9. Using the data in the table from the previous slide, retype the figures into the datasheet to make a column chart. **Category 1** is **January**, **2** is **February**, **3** is **March** and **4** is **April**. **Series 1** is **Red**, **2** is **White** and **3** is **Rosé**. Do not include the **Total** column.
10. Add data labels showing **values**.
11. Close the data sheet.
12. Save the presentation as **Wine Sales**.
13. Close the presentation.

Driving Lesson 61 - Revision

Manoeuvres

1. Create a new presentation with the **Metropolitan** theme. Change the slide layout of the first slide to **Title Only**.
2. Add the title **Office Layout**.
3. Draw a large rectangle underneath the title and change the fill colour to represent the floor.
4. Draw a filled oval that surrounds the title, but place it in the background so that the text can be seen.
5. Change the fill colour of the oval to dark blue.
6. Change the text colour to white.
7. Create an office layout according to the following instructions using the various drawing shapes. Moving, rotating and resizing of objects will be required.
8. Place a desk (rectangle) along the west (left) wall of the office and place a chair (square) next to the desk.
9. Insert a 3-seater couch in the top right hand corner of the room and add a circular table.
10. Add a door swing (arc and line) in the middle of the south wall of the room and a file cabinet in the middle of the north wall.
11. Insert a round plant pot on the round table and a telephone and PC on the desk.
12. Select the rectangle representing the floor and add a **3pt** black line.
13. Save the presentation as **Layout**.
14. Close the presentation.

*An example **Office Layout** is shown in the **Answers** section at the end of the guide.*

*Now complete the **Record of Achievement Matrix** at the back of the guide. You should only move on when confident with the topics and features described in this section.*

Section 5
Slide Shows

By the end of this section you should be able to:

Select the Correct Output Format

Set up a Slide Show

Apply Slide Transitions

Run the Presentation

Print Slides, Presentations and Handouts

Work through the **Driving Lessons** in this section to gain an understanding of the above features.

For each **Driving Lesson**, read all of the **Park and Read** instructions and then perform the numbered steps of the **Manoeuvres**. Complete the **Revision** exercise(s) at the end of the section to test your knowledge.

 © CiA Training Ltd 2013

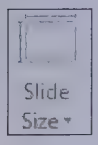
Driving Lesson 62 - Output Format

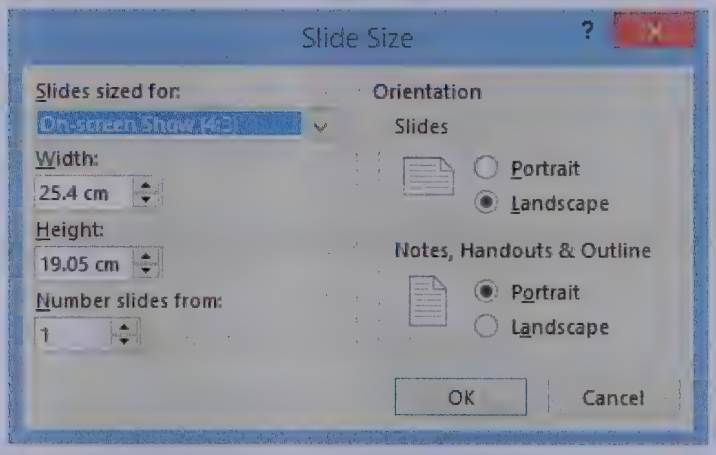
Park and Read

A presentation can be given using different methods such as on an overhead projector, an on-screen show, or simply as handouts for the audience.

Manoeuvres

1. Open the presentation **Hospital**.
2. The presentation is to be shown using an overhead projector. Select the **DESIGN** tab, click **Slide Size** and then **Custom Slide Size**.





3. The presentation is currently set up as an **On-screen Show**. Click on the drop-down list for **Slides sized for**. Select **Overhead** and click **OK**.
4. To format the presentation for a printed version, click **Custom Slide Size** again and change the slides size setting to **A4 Paper**. Click **OK**. This would print one slide per sheet. Select **Ensure Fit** from the dialog box.
5. From the **Slide Size** dialog box, change the size to **Letter Paper**.
6. Click **OK** and select **Ensure Fit**. The slide image changes slightly to indicate how it would look when printed on **Letter** size paper.
7. From the **Slide Size** dialog box, select the **Custom** size option. The size of the slide can now be defined using the **Height** and **Width** boxes. Set a height of **20cm** and a width of **10cm** and click **OK** and select **Ensure Fit** to see the effect.
8. Now change the format back to **On-screen show (4:3)** and **Slide Orientation** to **Landscape**. Click **OK** and select **Ensure Fit**.
9. Leave the presentation open.

Driving Lesson 63 - Slide Setup

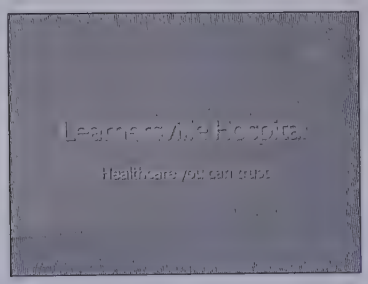
Park and Read

A slide's orientation as well as the orientation of the **Notes Pages**, **Handouts** and **Outlines** can all be changed.

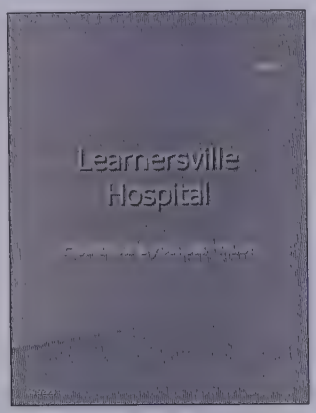
Manoeuvres

1. Using the presentation **Hospital**, display the **Slide Size** dialog box.
2. To change the orientation of the slides in the presentation, select **Portrait** from **Orientation** and click **OK**.
3. Select **Ensure Fit**. The slide orientation changes.

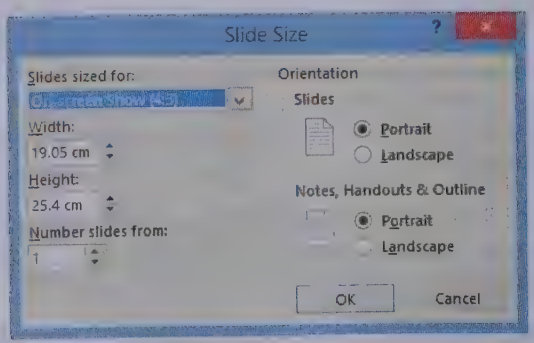
Landscape



Portrait



*Within the **Slide Size** dialog box, which can be displayed by clicking the **Slide Size** button on the **DESIGN** tab, there is also an option to separately change the orientation of the **Notes, handouts and outline** pages, as illustrated below.*



4. Click on the **Status Bar** to run the show. The slide does not fill the screen, so, while this might be useful in some circumstances, it is not here. Press **<Esc>** to return to **Normal** view.
5. Return the slide orientation to **Landscape** and select **Maximize**.

 © CiA Training Ltd 2013

Driving Lesson 64 - Setting up a Slide Show

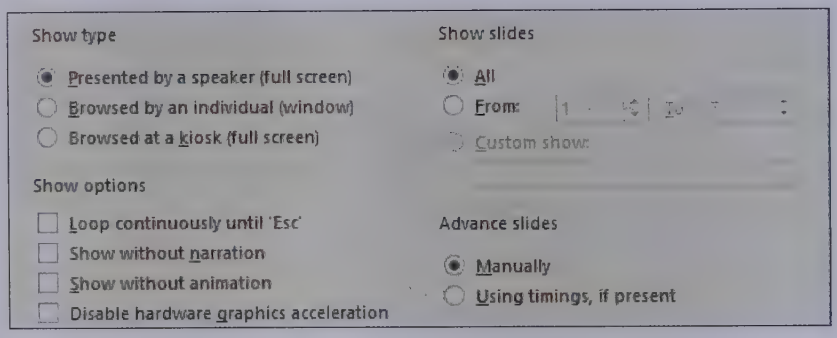
Park and Read

The following Driving Lessons demonstrate how to set up and run a slide show, with transitions and timings, etc.

Manoeuvres

1. With the **Hospital** presentation open and the **Slide** pane on the left, select the **SLIDE SHOW** tab and click **Set Up Slide Show**. The **Set Up Show** dialog box appears.

2. Make selections in the dialog box opting for **Show type** set to **Presented by a speaker**, **Show slides** set to **All** and **Advance slides** set to **Manually**.



*Note there is an option under **Show slides** to start and end the slide show with specific slides, e.g. from slide 2 to slide 6.*

3. Click **OK**.

4. Click **From Beginning** to start the slide show with the first slide in the presentation. Note this is not necessarily slide 1 if a range of slides had been specified in **Show slides**.

5. Move through the rest of the slide show and at the end, click to exit and return to **Normal** view.

6. Select slide 3 of the presentation and click **From Current Slide**. The show will run again but the first slide shown will be slide 3.

7. Run through the show and end it as before.

8. Leave the presentation open.

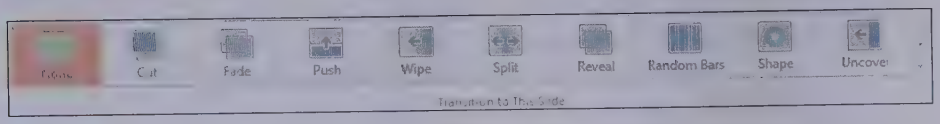
Driving Lesson 65 - Slide Transition

Park and Read

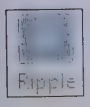
A **transition** is a special effect that controls how one slide changes to the next. It refers to the whole slide whereas **animation** applies to the individual text or objects on a slide.

Manoeuvres

1. In **Normal** view, click on the **Title** slide of the **Hospital** presentation and select the **TRANSITIONS** tab.
2. A range of available transition effects are displayed in the **Transition to This Slide** group.



3. Click on any effect. A demonstration of the effect is shown. Try a few different effects to see what they do. Click the **More** button to expand the display.
4. Select the effect **Ripple**. In the **Timing** group, change the duration to **02.00**, select some sound if required and make sure the **On Mouse Click** box is checked. The **Title** slide now has its transition effect defined and has a star symbol next to it in the **Slides** pane to indicate this.



5. Click on the second slide and choose a different transition from the list.
6. Apply transition effects to the rest of the slides (use **Apply to All** if the same transitions are to be used on each slide).

*To remove a transition, select the transition **None** from the **Ribbon**.*

7. Select the first slide then click on the **Start From Beginning** button, , on the **Quick Access Toolbar** to run the slide show. Click the mouse button to move from one slide to the next.
8. Select the first slide in **Slide Sorter** view.
9. Display the **TRANSITIONS** tab. To change the transition, select the **Clock** effect,

, from the **Transition to This Slide** group with a **Duration** of **02.00** and select to **Apply to All**.
10. Run the slide show to see the new effects.
11. Save the presentation as **Transitions** and close it.

 © CiA Training Ltd 2013

Driving Lesson 66 - The Presentation

Park and Read

Assume that the **CIA** presentation is now complete. All that remains now is to practise slide navigation and then to print the slides, handouts and notes, etc.

Manoeuvres

1. Open the **CIA** presentation which was saved in the previous section. If the previous section has not been completed, open the **Section5** presentation and save it as **CIA**.

2. Display the **SLIDE SHOW** tab. The slides in the presentation are to be advanced manually using the mouse. Click **Set Up Slide Show**.

3. Make sure the **Advance slides** setting in the **Set Up Show** dialog box are set so that the slides are advanced manually and timings are disabled. Click **OK**.

4. The **Slide Show** button, , in the lower right of the window, starts the slide show from the currently selected slide. To start the presentation with the third slide, select slide 3 before clicking to start the slide show.

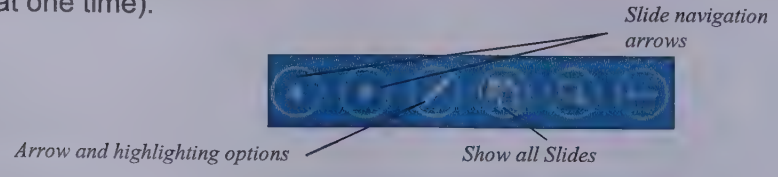
5. Press <**Esc**> to end the show. Slide **5** is not to be viewed during this presentation, so hide it by selecting the slide first and then clicking on **Hide Slide** from the **Set Up** group. Notice the icon in the **Slides** pane, .

6. Run the show from slide **1** and notice that slide **5** will not appear.

7. To view slide **5** in future presentations, select the slide, then click **Hide Slide** to switch off the feature.

8. Run the show again from slide **1**, but do not move on.

9. Move the mouse pointer to the bottom left hand corner of the slide to reveal a **popup toolbar** (only the currently selected button may be visible at one time).



10. Click the **Show All Slides** button. Select slide **5**. The show will jump to that slide.

11. Display the popup toolbar again and explore the other options available.

12. Exit the show by pressing <**Esc**> and leave the presentation open.

Driving Lesson 67 - Printing

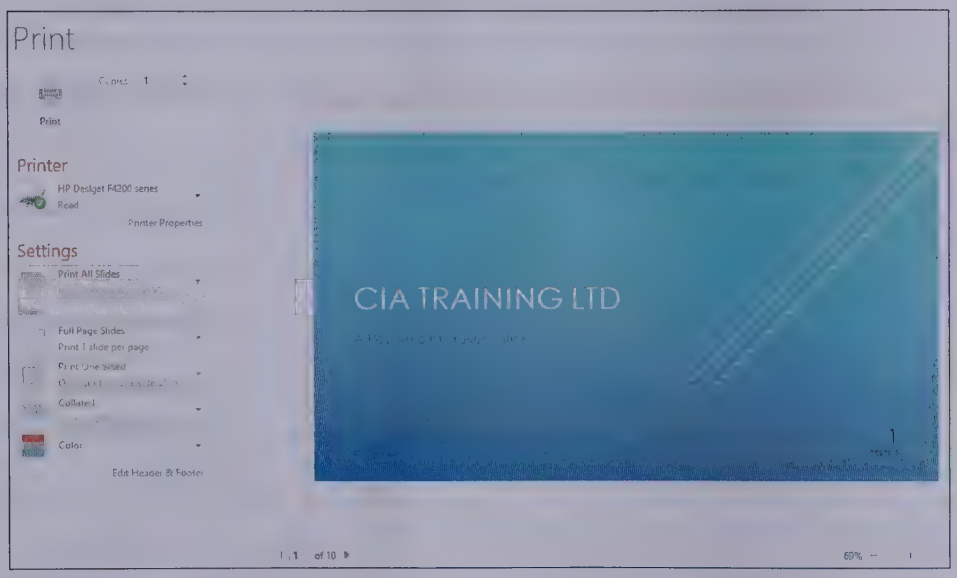
Park and Read

In *PowerPoint* you can print out slides, notes pages, outlines and handouts in various formats. When printing slides, there is the choice of whether to print **All** the slides, just the **Current** slide or a number of specified **Slides**.

The print screen includes a **Print Preview** which shows how the current slide will appear when printed. Using this instead of actually printing whenever possible will save paper and ink.

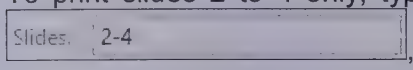
Manoeuvres

1. Click the **FILE** tab and select **Print** (or use the key press <**Ctrl P**>). The **Print** screen is displayed showing a list of print options and settings on the left and a preview of the current slide on the right.



2. Use the scroll bar on the right of the screen to preview each slide in the presentation. The current slide number is indicated in the lower left of the preview.
3. Return to viewing slide **1**.
4. Make sure the correct printer is selected in **Printer**. If there is a choice of printers available, one can be selected from the drop-down list.
5. From **Settings** make sure **Print All Slides** is selected.
6. From **Copies** select **1** then click the **Print** button.

Driving Lesson 67 - Continued

7. Select the **FILE** tab and click **Print**.
8. In **Settings**, click the drop-down arrow next to **Print All Slides** to display more options.
9. Select **Print Current Slide**. Select **2** from **Copies** and click the **Print** button. This prints two copies of the first slide only.
10. To print slides 2 to 4 only, type **2-4** in the **Slides** box under **Settings**, 

, and then click the **Print** button.
11. To print handouts, select the **FILE** tab and **Print**.
12. In **Settings**, click the drop-down arrow next to **Full Page Slides** to display the **Print Layout** options.
13. In the **Handouts** section select **3 slides**.

14. Display the **Print Layout** options again and select **Notes Pages**. This produces one slide per page with notes for each slide underneath.
15. Display the **Print Layout** options again and select **Outline**. This produces a list of all the text content of the slides.
16. Close the presentation, saving the changes.

Driving Lesson 68 - Revision

Park and Read

At the end of every section you get the chance to complete one or more revision exercises to develop your skills and prepare you for your ECDL certification test. You should aim to complete the following steps without referring back to the previous lessons.

Manoeuvres

1. Open the presentation **Gardens**.
2. Change the orientation to **portrait**.
3. Set up and run the slide show.
4. Apply a different transition to each slide.
5. Print one of the slides.
6. Start the presentation on the second slide, with the last slide hidden.
7. Save the presentation as **Gardens2** and close it.
8. Open the presentation **Kittens**.
9. Apply a different transition effect to each of the slides.
10. Run the slide show.
11. Print out the current slide.
12. Print out handouts showing **4** slides per page.
13. Save the presentation as **Cats**.
14. Close the presentation.
15. Close PowerPoint.

*Now complete the **Record of Achievement Matrix** at the back of the guide. You should only move on when confident with the topics and features described in this section.*

 © CiA Training Ltd 2013

Answers

Driving Lesson 9

2. Blank Presentation, or choose from the templates displayed.
4. 4 (by default).
5 Not available to use at present.
6. The Ribbon contains groups of buttons which are used to access the most common commands.
7. The REVIEW tab.
14. 3, Start Slide Show, Set Up and Monitors.

Driving Lesson 10

4. a) New Slide
   b) Format Painter
   c) Text Shadow
   d) Save
   e) Bullets
   f) Microsoft PowerPoint Help

Driving Lesson 61

Notes

Record of Achievement Matrix

The **Record of Achievement** matrix can be used to measure progress through this guide. This is a learning reinforcement process – you judge when you are competent.

Three tick boxes are provided for each exercise. Column 1 should be ticked for **no knowledge** of the subject or topic covered, 2 for **some knowledge**, and 3 for **competent**. A section is only complete when you have ticked column 3 for all exercises.

Tick the Relevant Boxes **1**: No Knowledge **2**: Some Knowledge **3**: Competent

Section	No.	Driving Lesson	1	2	3
1 Getting Started	1	Starting PowerPoint			
	2	The PowerPoint Screen			
	3	Presentations			
	4	The Ribbon			
	5	The Quick Access Toolbar			
	6	Help			
	7	Options			
	8	Closing PowerPoint			
2 Slides & Presentations	11	Views			
	12	Slide View			
	13	Slides and Outline View			
	14	Slide Sorter View			
	15	Notes Page View			
	16	Slide Show			
	17	Saving a Presentation			
	18	Closing a Presentation			
	19	Opening Presentations			
	20	New Presentations			
	21	Themes			
	22	Adding and Deleting Slides			
	23	Changing Slide Layout			
	24	Background Colour			
3 Formatting	27	Formatting: Font & Size			
	28	Undo and Redo			
	29	Applying Text Effects			
	30	Alignment, Spacing & Case			
	31	Bullets			
	32	Cut & Paste			
	33	Copy & Paste			
	34	Animation			

 © CiA Training Ltd 2013

Tick the Relevant Boxes **1**: No Knowledge **2**: Some Knowledge **3**: Competent

Section	No.	Driving Lesson	1	2	3
3 Formatting (continued)	35	Animation Effects			
	36	Spell Checking			
	37	Master Pages			
	38	Headers & Footers			
4 PowerPoint Objects	41	Organisation Charts			
	42	Modify Organisation Chart			
	43	Inserting Images			
	44	Manipulating Images			
	45	Animating Images			
	46	Tables			
	47	Spreadsheets			
	48	Charts			
	49	Formatting Charts			
	50	Adding Chart Labels			
	51	Drawing & Objects			
	52	Formatting Drawn Objects			
	53	Rotate or Flip Objects			
	54	Manipulating Objects			
	55	Arranging Objects			
	56	Grouping Objects			
	57	Colours and Lines			
	58	Importing Images			
5 Slide Shows	62	Output Format			
	63	Slide Setup			
	64	Setting Up a Slide Show			
	65	Slide Transition			
	66	The Presentation			
	67	Printing			

Glossary

Alignment	The arrangement of text or objects in relation to the slide or text box, e.g. left, centre, right, top, bottom.
Animation	Special effects which make text and other objects appear to move on screen.
Arrange	Position overlapping objects in relation to each other. They can be brought forward or sent backward, placed on the top or bottom of the pile.
Background	The colour of the slide.
Copy	Create a duplicate of an object or text. Used when the copied item is to be duplicated.
Custom Animation	Applying animation effects to individual objects on a slide and specifying their operation.
Cut	Remove an object or text. Used when the cut item is to be moved somewhere else.
Flip	Move an object as if it is reflected, e.g. left becomes right, or top becomes bottom.
Footer	Text or numbers appearing at the bottom of the slide, notes page or handout.
Formatting	Changing the appearance of text, graphics, etc.
Header	Text or numbers appearing at the top of the slide, notes page or handout.
Import	Bring a file into a presentation from another application.
Object	Item on a slide, e.g. drawn shape, image, chart, text box, table.
Orientation	Which way up the slide/handout is: **Portrait** or **Landscape**.
Output Format	How the presentation is to be given, e.g. on screen or using an overhead projector.
Page Setup	Allows the size and orientation of slides to be changed.
Paste	Used after **Cut** or **Copy** to position the item (move or duplicate).
PowerPoint Options	Basic program settings, which can be changed.
Presentation	A collection of slides used by a speaker as a visual aid.
Rotate	Move an object clockwise or anticlockwise about its axis.
Save	Keep a permanent copy of your work on a storage device connected to your computer.

 © CiA Training Ltd 2013

Slide Layout	The type of slide, e.g. Bulleted List, Title Only, Chart and Text, etc.
Slide Master	This view is for adding items that are to appear on all slides in a presentation.
Slides	Individually make up a presentation.
Slide Show	A preview of the presentation with all effects, sounds, etc.
Tabs	Contain buttons (icons) in groups to perform tasks quickly.
Text Effects	Formatting such as bold, italic, shadow, superscript.
Themes	*PowerPoint* contains many of these pre-set designs for slides. Applied to all slides.
Transition	How one slide moves to the next.
Views	Different ways of looking at slides.

Index

Alignment, Text 46
Animation
Effects 54
Preset 53
Arrange Objects 82
Bullets 48
Case, Text 46
Charts 72
Adding Labels 75
Formatting 73
Clip art 66
Closing PowerPoint 19
Closing Presentations 33
Colouring 39, 85
Copy 51
Cut 49
Drawing on Slides 76
Effects, Text 45
Font 43
Footers 59
Formatting 42
Alignment 46
Case 46
Charts 73
Effects 45
Font 43
Objects 77
Spacing 46
Handouts
Printing 97
Headers 59
Help 15
Images
Animating 68
Inserting 66
Importing 86
Manipulating 67
Lines 85
Drawing 76
Manipulating Objects 80
Master Pages 57
Normal View 23
Notes Page View 29
Objects
Arranging 82
Charts 72
Clip art 66
Drawing 76
Flip 79
Formatting 77
Group 84
Images 66, 67, 68
Lines 85
Manipulating 80
Rotate 79
Opening Presentations 34
Organisation Charts
Creating 63
Modifying 65
Outline View 26
Output Format 92
Pages, Master 57
Paste 49, 51
Preferences 17
Presentations 11
Creating 11, 36
Closing 33
Designs 11, 36
New 35
Opening 34
Printing 97
Save 31
Printing 97
Quick Access Toolbar 14
Redo 44
Resizing Objects 80
Revision
Getting Started 20, 21

 © CiA Training Ltd 2013

Formatting 60, 61
PowerPoint Objects 87 - 90
Slide Shows 97, 99
Slides & Presentations 40, 41

Ribbon 10, 12

Rotate or Flip Objects 79

Saving Presentations 31

Screen 10

Setup, Page 92

Setup, Slide 93, 94

Size, Text 43

Slides

Add 37
Delete 37
Layout 38
Navigation 96
New 38
Setup 93
Transition 95

Slide Show

Running 30
Setting Up 94

Slide Sorter View 28

Slides View 26

Spacing, Text 46

Spell Checker 56

Spreadsheets 71

Standard Animation 53

Starting PowerPoint 9

Tables 69

Text

Alignment 46
Effects 45
Formatting 43
Size 43

Themes 11

Transition 95

Undo 44

Views 23

Normal 23
Notes Page 29
Outline 26
Slide 25
Slides 26
Slide Sorter 28
Slide Show 30

Zoom Control 24, 28